

METROPOLITAN TRANSPORTATION COMMISSION
PUBLIC PARTICIPATION PLAN
for the SAN FRANCISCO BAY AREA

FINAL

DRAFT: May 4, 2007
REVISED DRAFT: July 20, 2007
FINAL: September 26, 2007



**METROPOLITAN
TRANSPORTATION
COMMISSION**

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607
Phone: 510.817.5700
TTY/TDD: 510.817.5769
Fax: 510.817.5848
Web: www.mtc.ca.gov

METROPOLITAN TRANSPORTATION COMMISSION

Public Participation Plan

Table of Contents

I.	Introduction	1
A.	Our Commitment to Public Participation	2
	Guiding Principles.....	2
	MTC Environmental Justice Principle on Public Involvement	2
	Early, Continuing Opportunities to Participate.....	2
	Communication Is a Two-Way Street.....	3
	Access for All	3
B.	Federal Requirements	4
	SAFETEA.....	4
	Title VI of the Civil Rights Act of 1964.....	4
	Executive Orders	4
	Other Requirements.....	5
C.	Development of the Public Participation Plans	6
D.	What We Heard from the Public	10
II.	Continuing Public Engagement.....	14
	Advisory Panels	14
	Working With Neighboring Regions	16
	Commission and Committee Meetings	17
	Database Keeps Interested Residents in the Loop	18
	Public Meetings, Workshops and Forums.....	19
	MTC's Library: Information for the Asking.....	19
	Publications.....	20
	Web Site: www.mtc.ca.gov	21
	Media Outlets Help Engage More Residents.....	22
	Staff Dedicated to Assistance and Outreach.....	22
III.	Public Participation Techniques	23

IV.	Public Participation Procedures for the Regional Transportation Plan (RTP) and the Transportation Improvement Program (TIP)	27
A.	Regional Transportation Plan	28
B.	Transportation Improvement Program	31
V.	Interagency and Tribal Government Consultation Procedures for the Regional Transportation Plan (RTP) and the Transportation Improvement Program (TIP)	36
A.	Public Agency Consultation	36
B.	Other Protocol for Working with Public Agencies	39
C.	Tribal Government Consultation	42
VI.	Evaluation and Update of the Public Participation Plan	43

Appendices

Appendix A:	Public Participation Plan Outreach: Summary of Comments and Notes from Presentations, Focus Groups and Web Survey	44
Appendix B:	Tribal Government and Interagency Consultation	67
Appendix C:	Summary of Comments and Responses to MTC's May 4, 2007 Draft Public Participation Plan and MTC's July 20, 2007 Revised Draft Public Participation Plan	75

Separately Bound Appendices

Appendix D:	Public Participation Plan Outreach: Detailed Web Survey Results
Appendix E:	Correspondence Received and Public Hearing Transcript Related to MTC's May 4, 2007 Draft Public Participation Plan

(These appendices are available from the MTC Web site, www.mtc.ca.gov, or by calling MTC's Public Information Office at 510.817.5757.)

Metropolitan Transportation Commission Public Participation Plan

I know of no safe depository of the ultimate powers of the society but the people themselves; and if we think them not enlightened enough to exercise their control with a wholesome discretion, the remedy is not to take it from them but to inform their discretion.

— Thomas Jefferson

I. Introduction

The Metropolitan Transportation Commission is the transportation planning and financing agency for the nine-county San Francisco Bay Area. It also serves as the Bay Area Toll Authority (BATA), with oversight of the toll revenue from the region's seven state-owned toll bridges. And, as the Service Authority for Freeways and Expressways (SAFE), MTC oversees a regionwide network of freeway call boxes and roving tow trucks.

The Metropolitan Transportation Commission's public involvement process aims to give the public ample opportunities for early and continuing participation in critical transportation projects, plans and decisions, and to provide full public access to key decisions. Engaging the public early and often in the decision-making process is critical to the success of any transportation plan or program, and is required by numerous state and federal laws, as well as by the Commission's own internal procedures.

This Public Participation Plan spells out MTC's process for providing the public and interested parties with reasonable opportunities to be involved in the regional transportation planning process.

A. Our Commitment to Public Participation

Guiding Principles

The Metropolitan Transportation Commission's public involvement procedures are built on the following guiding principles:

- Public participation is a dynamic activity that requires teamwork and commitment at all levels of the MTC organization.
- One size does not fit all — effective public participation strategies must be tailored to fit the audience and the issue.
- Citizen advisory committees can be used to hear and learn from many voices in the Bay Area.
- Engaging interested citizens in 'regional' transportation issues is challenging, but possible.
- Effective public outreach and involvement requires relationship building.

MTC Environmental Justice Principle on Public Involvement

In March 2006, the Commission adopted the following environmental justice principle, proposed by the Commission's Minority Citizens Advisory Committee (MCAC).

Environmental Justice Principle #1: Create an open and transparent public participation process that empowers low-income communities and communities of color to participate in decision making that affects them.

In response, this plan includes specific steps that MTC undertakes to involve low-income residents and communities of color in MTC's planning and investment decisions.

Early, Continuing Opportunities to Participate

- **Early Engagement Is Best**

MTC structures its major planning initiatives and funding decisions to provide for meaningful opportunities to help shape outcomes.

- **Regional Transportation Plan Is Key Policy Document**

Because it is the blueprint for both new policies and investments for the Bay Area, MTC's regional transportation plan updates are one of the best places for interested citizens to get involved.

Communication Is a Two-Way Street

- **Response to Written Comments**

MTC pays close attention to the views of the public. MTC is committed to responding to every letter, fax and e-mail sent by members of the public.

- **Inform Commissioners and Public of Areas of Agreement and Disagreement**

MTC staff summarizes comments heard by various parties so that the Commissioners and the public have a clear understanding of where there is consensus on a given issue and where there is not.

- **Notify Public of Proposed or Final Actions**

MTC staff makes every effort to ensure that meeting minutes reflect public comments and document how comments are considered in MTC's decisions. We strive to inform citizen participants on how public meetings/participation are helping to shape or have contributed to MTC's key decisions and actions. When outcomes don't correspond to the views expressed, every effort is made to explain why not.

Access to All

MTC works to provide all Bay Area residents opportunities for meaningful participation, regardless of disabilities or language barriers. Further, we recognize that one should not need to be a transportation professional to understand our written and oral communications. In this spirit, we:

- provide auxiliary aids or interpreters to persons with disabilities or language translation barriers
- strive to communicate in plain language, and
- use visuals to translate detailed data into information that is more readily understood.

B. Federal Requirements

SAFETEA

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users — better known as SAFETEA — signed into law in 2005, underscores the need for public involvement and requires metropolitan planning agencies such as MTC to “provide citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation and other interested parties with a reasonable opportunity to comment” on transportation plans and programs.

SAFETEA legislation also requires MTC — when developing the Regional Transportation Plan and the Transportation Improvement Program (TIP) — to coordinate transportation plans with expected growth, economic development, environmental protection and other related planning activities within our region. Toward this end, this Public Participation Plan outlines key decision points for consulting with affected local, regional, state and federal agencies and Tribal governments.

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 requires that transportation planning and programming be non-discriminatory on the basis of race, color, national origin or disability. The federal statute was further clarified and supplemented by the Civil Rights Restoration Act of 1987 and a series of federal statutes enacted in the 1990s relating to the concept of environmental justice. The fundamental principles of environmental justice include:

- Avoiding, minimizing or mitigating disproportionately high and adverse health or environmental effects on minority and low-income populations;
- Ensuring full and fair participation by all potentially affected communities in the transportation decision-making process; and
- Preventing the denial, reduction or significant delay in the receipt of benefits by minority populations and low-income communities.

Executive Orders

An Executive Order is an order given by the president to federal agencies. As a recipient of federal revenues, MTC assists federal transportation agencies in complying with these orders.

- Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations

In February 1994, President William Clinton signed Executive Order 12898, Federal Actions to Address Environmental Justice for Minority Populations and Low-Income Populations, which mandates that federal agencies make achieving environmental justice part of their missions.

- Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency

Executive Order 13166 states that people who speak limited English should have meaningful access to federally conducted and federally funded programs and activities. It requires that all federal agencies identify any need for services to those with limited English proficiency and develop and implement a system to provide those services so all persons can have meaningful access to services.

- Executive Order 12372: Intergovernmental Review of Federal Programs

Executive Order 12372 calls for intergovernmental review of projects to ensure that federally funded or assisted projects do not inadvertently interfere with state and local plans and priorities. The Executive Order does not replace public participation, comment, or review requirements of other federal laws, such as the National Environmental Policy Act (NEPA), but gives the states an additional mechanism to ensure federal agency responsiveness to state and local concerns.

Other Requirements

A number of other federal and state laws call on MTC to involve and notify the public in its decisions. MTC complies with all other public notification requirements of the state's Ralph M. Brown Act, the California Public Records Act, the California Environmental Quality Act, as well as the public participation mandates of the federal Americans with Disabilities Act, those contained in the state's Katz-Kopp-Baker-Campbell Transportation Blueprint for the Twenty-First Century (Government Code Section 65080), and other applicable state and federal laws.

C. Development of the Public Participation Plan

MTC staff began consulting with a range of interested parties as required by the SAFETEA legislation prior to drafting its Public Participation Plan. The process is outlined below. The following section (I-D) of this document summarizes key themes that emerged. More detailed information on comments received is included in Appendices A.

Meetings and Presentations

In January 2007, staff summarized for MTC's three advisory committees MTC's current public involvement activities and asked for suggestions on improvements that could be made. Volunteer advisors were recruited to serve on a subsequent focus group on this topic. Presentations were also made to the Bay Area Partnership's Technical Advisory Committee (staff from transportation and environmental protection agencies in the region) and MTC's Welfare to Work Working Group (social service agency representatives and transportation providers). In addition, staff met with clergy in the East Bay and South Bay on ways to engage the faith-based community.

Focus Groups

MTC held focus groups from January through April 2007 to solicit comments and feedback on MTC's public participation practices. Sessions were organized as follows:

- Representatives from MTC's three advisory committees (February 13, 2007)
- Peer Panel with public information officers from a range of local, state, regional and federal transportation and environmental protection agencies (February 14, 2007)
- Participants in the LIFETIME program, a support group for low-income single parents attending college (March 9, 2007)
- Leaders of bicycle and pedestrian groups (March 21, 2007)
- Amalgamated Transit Union Representatives (April 12, 2007)
- Private Transportation Providers (April 17, 2007)

Web Survey

In addition to the various meetings and focus groups, MTC did a Web survey asking more questions about ways to improve public participation. The survey consisted of 18 questions and was available on the Web for 33 days. MTC e-mailed its entire contact database regarding the survey, and asked other groups – such as AC Transit, the Transportation and Land Use Coalition (TALC), the California Alliance for Jobs and Urban Habitat – to also notify their constituencies and partners. There were a total of 1,574 completed surveys and 216 partially completed surveys.

Tribal Government Consultation

There are six federally recognized Native American tribal governments in the San Francisco Bay Area. As part of the development of the Public Participation Plan, MTC invited these six governments, as well as 10 other federally recognized tribes outside the region, to meet with MTC, the Association of Bay Area Governments (ABAG) and the state Department of Transportation (Caltrans) to discuss opportunities for ongoing consultation on regional transportation and land use matters. The Tribal summit also initiated early government-to-government consultation on the development of the Transportation 2035 Plan for the Bay Area as well as on ABAG's smart growth initiative, Focusing Our Vision.

The June 5, 2007 meeting was facilitated by the National Indian Justice Center, an Indian-owned and operated non-profit corporation known to the tribal governments. Attendees included policy board members and executive staff from MTC and ABAG, as well as executive management staff from Caltrans and the Napa County and Solano County congestion management agencies. The meeting was held in Sonoma County, where most of the tribal governments in the Bay Region are located. Representatives from three tribal governments participated: Federal Indians of Graton Rancheria, Scotts Valley Band of Pomo Indians, and Ione Band of Miwok Indians.

The agencies heard several key messages from tribal representatives:

- The needs of tribal members to access jobs, education, and health care are common across different tribes.
- Most tribes are just beginning to develop their governmental operations.
- Many tribes have limited or no staff resources dedicated to transportation issues. As tribes acquire land, this may change
- Agency staff should be better educated to tribal traditions and culture, such as the importance of cultural resources to tribal heritage and identity.
- Regional agency staff should keep informed of tribal elections to ensure key contacts remain valid.
- Regional agency staff should tap into regular meetings that some tribes have with Caltrans, in which projects and plans are reviewed for the year, and to take advantage of tribal council meetings.
- One-to-one consultation is important, in addition to multiple group forums, such as the June 5, 2007 Tribal summit.

MTC circulated a list of questions for the trial attendees to respond to in their own time on their preferences for the modes of consultation, and staff followed up with those Bay Area tribes not

able to attend the Tribal summit to gauge their interest and preference for individualized consultation on the Regional Transportation Plan and Focusing Our Vision.

The June 5 Tribal summit was a springboard to ongoing and meaningful dialogue with the Bay Area tribal governments on transportation and land use concerns. MTC will encourage individual meetings with each tribal government to discuss issues and concerns specific to each tribe.

Interagency Review

Because MTC is but one of many players involved in transportation, and recognizing that transportation has direct impacts on the environment, it is essential that regional transportation planning and funding decisions are informed by affected governments at all levels. To facilitate a discussion on how best to engage numerous local, state and federal agencies in its plans and programs, MTC mailed a letter to some 150 affected agencies offering to consult directly on the Draft Public Participation Plan, and 53 responses were received. The letter offered the option of a meeting or a phone call to discuss with MTC the Public Participation Plan and how best to engage on the development of the Regional Transportation Plan and the Transportation Improvement Program.

In response to requests for a meeting, MTC staff organized a workshop to discuss specifics on the Draft Public Participation Plan, the Regional Transportation Plan (RTP) and the Transportation Improvement Program (TIP). Nearly 35 agencies that requested either a meeting or telephone interview were notified about the workshop. Two agency staff members attended the June 14, 2007 event, and the attendees expressed their overall satisfaction with MTC's current planning and agency consultation processes. Key questions posed at the workshop included how does the Transportation 2035 Plan's project submittal process work and what are the key decision points in the plan's development. It was acknowledged that the TIP process is primarily an administrative one since projects must first be identified in the RTP prior to inclusion in the TIP. Further, in soliciting and engaging the partners and the public in the RTP, the participants suggested the use of existing meetings like congestion management agency or city council meetings. City council meetings would be particularly good venues because council members are well versed on transportation issues and the meetings have set hours and locations, and draw large community participation..

MTC staff also completed 19 telephone interviews to all agency respondents who requested them. While many agency staff members stated they were satisfied with current processes, a few made recommendations for improvement. Providing all relevant information to agencies by

email, having more meetings in or convenient to outlying counties/cities, and ensuring that a highlight of what is new about the regional plan to create relevance in people's minds were among the most popular.

Detailed notes on the meeting and telephone interviews are included in Appendix B.

MTC staff also sent an email to 15 agency representatives who requested consultation on MTC's planning and financing processes. The email requested input on MTC's current communication channels used during the RTP/TIP planning process. While all five respondents were satisfied with MTC's existing communication channels, specific suggestions were made for potential meeting venues, and in support for use of automated meeting notices for all pertinent meetings.

Prior to release of the Draft Public Participation Plan, staff also appeared before the Partnership Technical Advisory Committee and the Welfare-to-Work Working Group (which includes social service agencies and transportation providers) to discuss development of the draft Public Participation Plan. Finally, MTC hosted a "peer panel" focus group of public information officers from a range of local, state, regional and federal transportation and environmental protection agencies (mentioned above) to discuss best practices on engaging the public and their agencies in MTC's key decisions.

D. What We Heard From the Public

Throughout the development of the public participation plan, we asked six key questions to prompt a discussion on best ways to engage the public in MTC's decision-making process. While we received a variety of responses to these questions, several common themes emerged. Following are the key comments heard, along with a response. More detailed summaries of comments are provided in Appendices C and D.

Comment —

- **Early Input is Powerful — starting early gives participants the opportunity to help shape the decision. Later input has far less impact.**

Response —

- MTC's Regional Transportation Plan public and agency participation begins many months (typically 18 months) in advance of final adoption to maximize opportunities for early, continuing input into the development of the plan.
- MTC advisory committees and the Bay Area Partnership are routinely consulted prior to scheduled MTC standing committee votes on key planning and funding issues (for example, Coordinated Public Transit/Human Services Plan, corridor studies, etc.).
- As required by state law, the Joint Policy Committee -- representing Bay Area regional agencies -- also is consulted in advance on key elements of the RTP.

Comment —

- **Focus on Outcomes — direct participation toward asking questions that MTC really wants answered; show how comments shaped decisions and if not, explain why not.**

Response —

- For major plans and programs pending before MTC, public participation programs are developed to encourage comments on areas that will inform critical decisions.
- Staff routinely summarizes areas of agreement and disagreement with pending proposals as expressed by the public for the Commission prior to votes, and then summarizes Commission actions for participants, making every effort to explain the impact of and the factors that contributed to the decision.

Comment —

- **Make it Relevant — people are more apt to engage when they feel they have a stake in an issue. The challenge is to conduct public outreach and involvement programs in a way that brings an issue home for people.**
- **Say it Simply — avoid technical jargon, acronyms and communicate in clear, compelling language.**

Response —

- MTC strives develop its public participation programs tailored to the specific needs of the community in which it seeks input, presenting issues and materials in a manner that is interesting, informative and relevant.

Comment —

- **Redundancy is Good — notifying people of opportunities to participate multiple ways and multiple times is a valuable way to keep them engaged.**

Response —

- MTC uses multiple media and methods to encourage participation, including posting information on its Web site, mailed notices, e-mail, partnerships with other public agencies or community groups to help spread the word, releases to the news media — including ethnic media and smaller community papers.

Comment —

- **Remove Barriers — Hold meetings at times and locations convenient to your target audience; transit access is important; if appropriate, provide food, translations, child care or other amenities**
- **Go Where the People Are — conduct more outreach around the region at popular public gathering places, such as swap meets, farmers markets, colleges, transit hubs, community fairs and the like.**

Response —

- MTC sites public forums near transit whenever feasible, or partners with transit operators to provide shuttle service as, appropriate. Locations are selected to maximize participation from targeted audiences; language translation services, childcare, and refreshments are provided as appropriate to encourage

participation.

- As appropriate, MTC seeks to contract with community-based organizations in low-income communities and communities of color to encourage participation.

Comment —

- **Move Beyond Traditional Meetings – E-participation (interactive surveys, e-town hall meetings and the like) can be an effective way to hear from many voices.**
- **Web Access is Not Universal — while use of the Worldwide Web is growing, there are many with only intermittent or no access to the Internet. Therefore, it is critical to continue with traditional methods for involving the public.**

Response —

- Because many people lack access to computers and the Internet, MTC commits to using traditional mail and “paper” for keeping interested residents engaged. We will, however, continue to make material on MTC’s Web site more interactive, including providing surveys and video clips, and provide the means for public comment opportunities via the Web and email.

Comments on the Draft Public Participation Plan

On May 4, 2007, MTC released for a 45-day public comment period its Draft Public Participation Plan for the San Francisco Bay Area. Staff returned to all three MTC advisory committees (the Advisory Council, the Elderly and Disabled Advisory Committee and the Minority Citizens Advisory Committee) to solicit comments on the draft plan. A public hearing was conducted on June 8 during MTC’s Legislation Committee meeting; comments were due by June 20, 2007. In all, 72 comments were made on the Draft Plan, which are summarized and responded to in Appendix C. All written correspondence received can be found in Appendix E.

Following is a summary of the major themes that emerged from the comments:

- Clarify how the public will review proposed changes to the Draft Public Participation Plan prior to final adoption by MTC
- Clarify procedures for amending the Regional Transportation Plan and TIP
- Provide more specific information on how MTC will consult with state and federal agencies to meet SAFETEA requirements

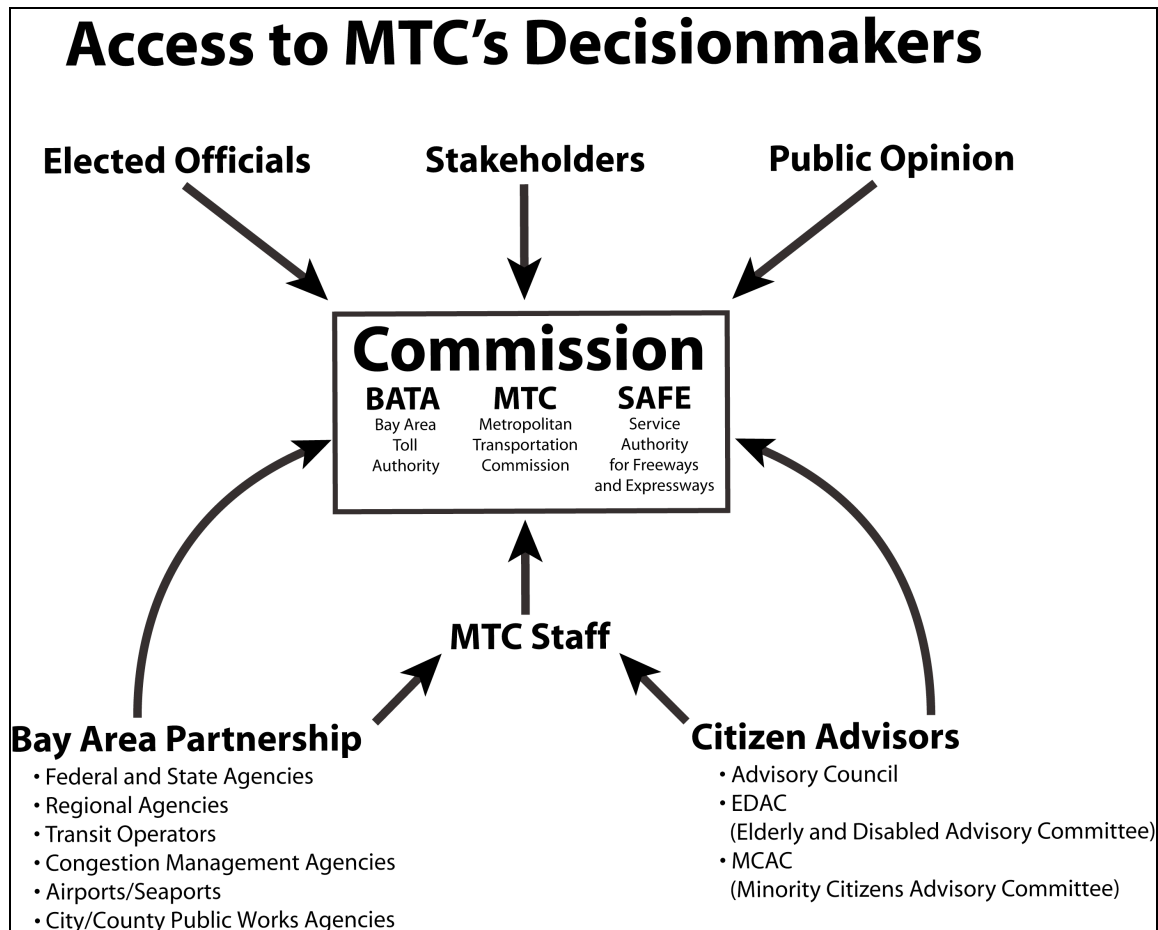
- Include more specific information on how MTC will involve low-income households and communities of color
- Indicate how the public will be informed of the impact of public comments on Commission actions
- Address how MTC will ensure that congestion management agencies involve the public in local planning or project selection activities.

MTC revised the Draft Public Participation Plan in response to comments and on July 20, 2007, issued a Revised Draft Public Participation Plan, with proposed revisions set off in underscore type and strike-through text. To provide an additional opportunity to comment on the proposed revisions, MTC extended the opportunity for public comment for an additional 45-day review period through September 4, 2007. The second public comment period generated additional comments (13), which are summarized in Appendix C, and include a response from staff.

The Final Public Participation Plan was adopted on September 26, 2007, by the full Commission.

II. Continuing Public Engagement

MTC is committed to an active public involvement process that provides comprehensive information, timely public notice and full public access to key decisions.



MTC provides the public with myriad opportunities for continuing involvement in the work of the agency, through the following methods:

Advisory Panels

MTC has established three citizen advisory committees to foster ongoing public awareness of and involvement in transportation decision-making, especially by those groups who have been traditionally underserved by transportation systems. The advisory committees are consulted during the development of MTC policies and strategies, and their recommendations on various issues are reported directly to the Commission. Advisory committees may pursue their own policy/program discussions and forward independent ideas to the Commission for consideration.

They address commissioners directly at MTC committee and Commission meetings. MTC Resolution No. 3516 spells out the role and responsibilities of the Commission's three citizen advisory committees, including ways to encourage more dialogue between Commissioners and advisors.

All advisory committee meetings are open to the public. In fact, tracking the agenda and discussions of MTC's advisory committees is one of the best ways for interested residents to engage early in the major policy and fiscal issues confronting MTC. Agendas are posted on the Web and citizens can request to be placed upon the mailing list to receive them. MTC advisory groups include:

- **MTC Advisory Council** – serves as a citizen advisory group to the Commission. The Advisory Council — composed of 24 members from a number of interest categories — ensures commissioners receive a diverse spectrum of input. The Advisory Council, whose members are appointed to two-year terms, includes the following interest categories: academia, architecture, business, community, construction, engineering, environmental, labor, public safety, the news media as well as user categories: freight, automobile, transit and non-motorized transportation. Additionally, two members are drawn from other existing MTC advisory groups: the Elderly and Disabled Advisory Committee and the Minority Citizens Advisory Council.
- **Elderly and Disabled Advisory Committee** – set up to advise MTC regarding issues of concern to older adults and to persons with disabilities, including access to transportation services and implementation of the Americans with Disabilities Act. The 20-member panel includes one elderly and one disabled advisor from each of the nine counties, selected by the Commissioner(s) representing each county. Commissioners representing the Association of Bay Area Governments and the San Francisco Bay Conservation and Development Commission each select an additional advisor, either elderly or disabled, from the region at large.
- **Minority Citizens Advisory Committee** – created to ensure that the views and needs of minority and low-income communities are adequately reflected in MTC policies. The Commission appoints, for two-year terms, 26 members from the nine Bay Area counties to represent the region's major ethnic minority groups: African American, Asian American, Hispanic and Native American. In addition, two members represent the views of low-income communities.

- **Bay Area Partnership** – the Bay Area Partnership collaboratively assists the Commission in fashioning consensus among its federal, state, regional, and local transportation agency partners regarding the policies, plans, and programs to be adopted and implemented by the Commission. MTC Resolution 3509 specifies the membership and role of the Partnership Board in advising MTC. Membership includes the chief staff from all public agencies representing:
 - transit operators
 - transportation facilities
 - congestion management agencies
 - public works agencies
 - airports and seaports
 - regional, state and federal transportation, environmental, and land use agencies

The Partnership Board has one primary subcommittee — the Partnership Technical Advisory Committee — that delves into the more technical aspects of policy issues prior to their presentation and discussion among Partnership Board members. Agendas and meeting materials for the Partnership Technical Advisory Committee (PTAC) are available from MTC’s Web site or by calling MTC’s public information office.

In addition to the panels listed above, MTC facilitates policy and technical discussions through numerous ad hoc working groups, and serves on other multi-agency advisory committees.



Get Involved: Serve on Advisory Committee

A major recruitment is done every two years to fill each advisory committee seat. However, vacancies occur periodically between recruitments. Check MTC’s Web site for current opportunities (www.mtc.ca.gov/get_involved/) or call MTC’s Public Information Office at 510.817.5757.

Working With Neighboring Regions

MTC and its counterpart agencies in adjacent regions often coordinate with each other to identify transportation programs and projects of mutual interest for key travel corridors traversing both regions. While no formal agreements are in place, MTC works closely with the neighboring regions on a number of planning initiatives with the Sacramento, San Joaquin, Stanislaus, Santa Cruz and Monterey regions, among others. When updating long-range plans and Transportation

Improvement Programs, the regions do keep each other informed and solicit input on planning and programming activities. For air quality planning purposes, MTC has an agreement with the Sacramento Area Council of Governments to detail agency responsibilities relating to transportation conformity and to coordinate the funding of certain projects receiving federal air quality funding in eastern Solano County, which is within the Bay Area but falls partly in the Yolo-Sacramento air basin.

Commission and Committee Meetings

MTC encourages interested residents to attend MTC Commission and standing committee meetings to express their views. Items on the Commission agenda usually come in the form of recommendations from MTC's standing committees. Much of the detailed work of MTC is done at the committee level, and the Commission encourages the public to participate at this stage, either in person or by tracking developments via the Web. Current MTC standing committees are shown below:

MTC Standing Committee Structure & Responsibilities

Legislation Committee	Administration Committee	Planning Committee	Programming & Allocations Committee	Operations Committee	Bay Area Toll Authority Oversight Committee
Annual MTC Legislative Program	Oversight of Agency Budget and Agency Work Program	Regional Transportation Plan and	Fund Estimate	Oversight of Transportation System Management and Operational Activities (Service Authority for Freeways and Expressways /SAFE)	Oversees Work of Bay Area Toll Authority
Positions on Legislation & Regulations	Financial Reports/Audits	Other Regional Plans (airports, seaports)	Fund Applications		Fiscal Watchdog for Revenue Generated by Region's Seven State-Owned Bridges
Public Participation	Contracts	State and Federal Air Quality Plans	Fund Allocations to Specific Projects	motorist aid programs, 511)	Oversees Multi-Billion Dollar Program to Update and Expand the Bridges
Citizen Advisory Committees	Commission Procedures	Planning Corridor Studies	State Transportation Improvement Program (STIP)	Contracts Related to System Management and Operations	
	Personnel Policies	Transportation and Land Use Initiatives	Federal Transportation Improvement Program (TIP)		



Get Involved: Accessible Meetings

All Commission public meetings, workshops, forums, etc. are held in locations accessible to persons with disabilities. Monthly meetings of the Commission, and those of MTC standing committees and advisory committees, usually take place at MTC's

offices:

Joseph P. Bort MetroCenter
Lawrence D. Dahms Auditorium
101 Eighth Street (across from the Lake Merritt BART Station)
Oakland, CA 94607

Assistive listening devices or other auxiliary aids are available upon request. Sign-language interpreters, readers for persons with visual impairments, or language translators will be provided if requested through MTC Public Information (510.817.5757) at least three working days (72 hours) prior to the meeting (five or more days' notice is preferred).

Access to MTC Meetings

Web Access to MTC Meetings [www.mtc.ca.gov]				If You Have Limited or No Web Access
Meeting Materials	WHAT ... is available on the Web?	WHEN ... is it posted on the Web?	HOW LONG... is it available on the Web?	
Meeting Agendas	_Commission meetings _Standing committees _Advisory committees	One week prior to meeting **	6 months	Mailed to interested public or available at meeting*
Meeting Packets	<i>Same as above</i>	<i>Same as above</i>	6 months	<i>Same as above</i>
Audiocast of Meetings	_Commission meetings _Standing committees _Partnership Board meetings	Listen to meeting live	6 months	Meeting minutes will be mailed to interested public; copies of electronic recordings are available*
Monthly Tentative Meeting Schedule	Schedule of all Commission and advisory meetings	Posted and updated continuously	Posted and updated continuously	Mailed to interested public or available at MTC*

* Contact the MTC Library or the Public Information Office to request meeting materials.

** Final agendas are posted 72 business hours in advance of the meeting time in the MTC Library.

Database Keeps Interested Residents in the Loop

MTC maintains a master database of interested residents, public agency staff and stakeholders.

The database, which includes mailing information, e-mail addresses and other contact information, is organized around issues or events. This allows MTC to send targeted mailings to keep the public updated on the specific issues they are interested in, including information on how public meetings/participation have contributed to its key decisions and actions.

**Get Involved: Sign Up for MTC's Database**

Signing up to receive mailings or periodic email concerning major MTC initiatives is a good way stay informed. Any member of the public may request to be added to MTC's contact database by calling MTC's Public Information Office at 510.817.5757 or e-mailing info@mtc.ca.gov.

Public Meetings, Workshops and Forums

Public meetings on specific issues are held as needed. If statutorily required, formal public hearings are conducted, and notice of these public hearings is placed in the legal section of numerous newspapers in the MTC region, including newspapers circulated in minority communities of the Bay Area. Documents containing the proposals to be considered at MTC public hearings are mailed to major libraries throughout the MTC region prior to public hearings, and are made available to interested citizens upon request. In addition, these documents are placed on file in the MTC Library. The MTC Public Information Office can provide citizens with the names and addresses of libraries that received the public hearing documents.

MTC also conducts workshops, community forums, conferences and other events to keep the public informed and involved in various high-profile transportation projects and plans, and to elicit feedback from the public and MTC's partners. MTC holds meetings throughout the nine-county San Francisco Bay Area to solicit comments on major plans and programs, such as the long-range Regional Transportation Plan. Meetings are located and scheduled to maximize public participation (including evening meetings).

For major initiatives and events, MTC typically provides notice through posting information on MTC's Web site, and, if appropriate, through mailed notices, e-mail notices, and news releases.

**Get Involved: Alternative Language Translations**

If language is a barrier to your participation in meetings, MTC can arrange for an interpreter or translate meeting materials. Sign-language interpreters and readers for persons with visual impairments are also available. Please call MTC Public Information (510.817.5757) at least three working days (72 hours) prior to the meeting (five or more days' notice is preferred).

MTC's Library: Information for the Asking

The MTC Library, located in the Joseph P. Bort MetroCenter (the building that houses MTC offices) at 101 Eighth Street in Oakland, is open to the public from 8:30 a.m. to 5 p.m. week days. This special library has an extensive collection of reports, books, and magazines, covering transportation planning, demographics, economic analysis, public policy issues and regional planning in the San Francisco Bay Area. It is designed to meet the information needs of government agencies, researchers, students, the media and anyone else who is interested in transportation, regional planning and related fields. Special features include:

- Extensive reference assistance by telephone, e-mail, fax and in-person
- Two public access Internet terminals
- Newspaper and magazine reading areas
- Coin-operated copier
- Open stacks

The commitment to using technology to extend public outreach continues with MTC Library staff posting on MTC's Web site the headlines of transportation and related stories from Bay Area daily newspapers as well as key statewide and national journals and other such publications. Readers can view the headlines each morning on MTC's Web site or subscribe to the service via e-mail or by RSS feed (a method of electronic notification of Web updates).



Get Involved: The Facts at Your Fingertips

MTC's publications listed on MTC's Web site can be ordered by phone (510.817.5836), e-mail (library@mtc.ca.gov) or by completing an online form. The entire Library collection can be searched using the online catalog. A wide range of MTC publications are available for downloading.

Publications

The Public Information Office publishes a variety of materials to inform the public about MTC's work, issues relating to Bay Area transportation and guides for transit users. The publications include:

- MTC's monthly newsletter, *Transactions*, offering news about MTC's activities, along with general transportation news for the nine-county San Francisco Bay Area. Between 13,000 and 15,000 copies are circulated free of charge to interested citizens, the news media, public officials, legislators, transit staff, national transportation groups, environmental groups, business groups and libraries.

- *Citizens Guide to MTC*, serving as a primer on MTC's roles and responsibilities for the region's interested citizens and local policy-makers, and providing basic information on the Bay Area's transportation network.
- *Moving Costs: A Transportation Funding Guide*, answering basic questions about transportation finance, and providing information for citizens who want to be involved in transportation funding decisions.
- *MTC's Annual Report*, providing information about MTC allocations and expenditures.

MTC also publishes guides for transit riders and other materials to help Bay Area residents learn more about transportation. These publications include working papers, technical memoranda, reports based on data from the U.S. Census and other sources that describe regional travel characteristics and travel forecasts. They are available to the public through the MTC Library, located at MTC offices. Most can be found on MTC's Web site. A charge may be levied to recover the cost of producing and (if applicable) mailing the publication.



Get Involved: Accessible Documents

MTC provides accurate, high-quality and culturally sensitive translations to more actively involve bilingual, multilingual and disabled communities in its public comment process when appropriate. A request for language interpreters at a meeting must be requested at least three working days (72 hours) prior to the meeting (five or more days' notice is preferred).

Web Site: www.mtc.ca.gov

MTC's Web site — www.mtc.ca.gov — is targeted to audiences ranging from transit riders seeking bus schedules to transportation professionals, elected officials and news media seeking information on particular programs, projects and public meetings.

Updated daily, the site provides information about MTC's projects and programs, the agency's structure and governing body and upcoming public meetings and workshops. It contains the names, e-mail addresses and phone numbers for staff and Commission members, all of MTC's current planning documents, publications located in the MTC Library, data from the 2000 census as well as detailed facts about the region's travel patterns.



Get Involved: Track MTC Via Web

Log onto MTC's Web site — www.mtc.ca.gov — for meeting agendas and packets. Live and archived audiocasts of meetings make it possible for interested parties to “tune in” at their convenience to all Commission and standing committee meetings.

Media Outlets Help Engage More Residents

MTC regularly issues news releases about Commission programs and actions of interest to the public. These include announcements of public workshops and hearings, recruitment for positions on MTC's advisory committees, and employment opportunities through MTC's high school and college internship programs. News releases are sent to regional, state and national media — including minority print and broadcast outlets — and many are translated into Spanish, Chinese and other languages. In addition to news releases, MTC staff and Commissioners also host press events and news conferences (often in conjunction with other transportation agencies), visit newspaper editorial boards, and conduct briefings with Bay Area reporters and editors to discuss key initiatives such as the Regional Transportation Plan and MTC's transportation and land-use policy. These briefings provide an opportunity for both print and broadcast journalists to learn about MTC programs that may not immediately produce traditional hard news stories, thus providing background context for subsequent articles or radio/TV pieces.

Staff Dedicated to Assistance and Outreach

In addition to the components of MTC's public outreach program detailed above, MTC's commitment to public participation includes staff dedicated to involving the public in MTC's work. Public Information staff provides the following materials and services:

- Public Information staff can make available to the public any item on the MTC Web site (including meeting notices, agendas, and materials that accompany agenda items for meetings of the Commission and its committees and advisory panels) if a person does not have Internet access.
- Public Information staff works with interested organizations to arrange for MTC staff and commissioners to make presentations to community groups.
- MTC staff participates in regionwide community and special events, especially events in targeted ethnic and under-represented communities.
- Public Information staff will respond by telephone (510.817.5757), U.S. mail (101 Eighth Street, Oakland, CA 94607) or e-mail (info@mtc.ca.gov) from the public and the media about MTC.

III. Public Participation Techniques

MTC selects from an array of options to develop and execute specific public participation programs to inform its major decisions, such as for corridor studies, new funding policies or updates to the Regional Transportation Plan.

For example, public involvement elements for the Regional Transportation Plan might include working with community-based organizations to cosponsor meetings, targeted news releases, a regional summit, a telephone and Web survey, workshops with interactive exercises and facilitated discussions, and a companion Web site that serves as a ready reference point to track key milestones in the overall development of the plan.

A menu of participation techniques follows, and includes some tried-and-true approaches as well as new suggestions we heard from the public while developing this plan.

Public Meetings/Workshops

- Get on meeting agendas of existing agencies
- Co-host workshops with community groups, business associations, etc.
- Contract with community-based organizations in low-income and minority communities for targeted outreach
- Sponsor a forum or summit with partner agencies, with the media or other community organizations

Techniques for Public Meetings/Workshops

- Open Houses
- Facilitated discussions
- Question-and-Answer sessions with planners and policy board members
- Break-out sessions for smaller group discussions on multiple topics
- Interactive exercises
- Customized presentations
- Vary time of day for workshops (day/evening)
- Conduct meeting entirely in alternative language (Spanish, Chinese, for example)

Visualization Techniques

- Maps
- Charts, illustrations, photographs
- Table-top displays and models
- Web content and interactive games
- Electronic voting
- PowerPoint slide shows

Polls/Surveys

- Statistically valid telephone polls
- Electronic surveys via Web
- Intercept interviews where people congregate, such as at transit hubs
- Printed surveys distributed at meetings, transit hubs, on-board transit vehicles, etc.

Focus Groups

- Participants recruited randomly from telephone polls
- Participants recruited by interest area

Printed Materials

- User-friendly documents (including use of executive summaries)
- Post cards
- Maps, charts, photographs, and other visual means of displaying information

Targeted Mailings/Flyers

- Work with community-based organizations to hand deliver flyers
- Mail to targeted database lists
- Distribute “Take-one” flyers to key community organizations
- Place notices on board transit vehicles and transit hubs

Utilize local media

- News Releases
- Invite reporters to news briefings
- Meet with editorial staff
- Opinion pieces/commentaries
- Purchase display ads
- Negotiate inserts into local printed media
- Visit minority media outlets to encourage use of MTC news releases
- Place speakers on Radio/TV talk shows
- Public Service Announcements on radio and TV
- Develop content for public access/cable television programming
- Civic journalism partnerships

Electronic Access to Information

- Web site with updated content
- Audio-cast of past public meetings/workshops
- Electronic duplication of open house/workshop materials
- Interactive Web with surveys, comment line
- Access to maps, charts
- Provide information in advance of public meeting

Notify Public via

- Blast e-mails
- Notice widely disseminated through new partnerships with community-based and interest organizations
- Newsletters
- Printed materials
- Electronic access to information
- Local Media
- Notices placed on board transit vehicles and at transit hubs

Newsletters

- MTC's newsletter *Transactions*
- Commissioner newsletters
- Submit articles for publication in community/corporate newsletters

Techniques for Involving Low Income Communities and Communities of Color

- Involve MTC's Minority Citizens Advisory Committee
- Grants to community-based organizations to tailor meetings, customize presentation materials, provide incentives and remove barriers to participation
- "Take One" flyers on transit vehicles and transit hubs
- Outreach in the community (flea markets, churches, health centers, etc.)
- Personal interviews or use of audio recording devices to obtain oral comments
- Translate materials; have translators available at meetings as requested
- Include information on meeting notices on how to request translation assistance
- Robust use of "visualization" techniques, including maps and graphics to illustrate trends, choices being debated, etc.
- Use of community and minority media outlets to announce participation opportunities

Techniques for Reporting on Impact of Public Comments

- Summarize key themes of public comments in staff reports to MTC standing committees
- Direct mail and email to participants from meetings, surveys, etc. to report final outcomes
- Newsletter articles
- Updated and interactive Web content

Techniques for Involving Limited-English Proficient Populations

- Personal interviews or use of audio recording devices to obtain oral comments
- Translated documents and Web content on key initiatives
- On-call translators for meetings
- Translated news releases and outreach to alternative language media
- Include information on meeting notices on how to request translation assistance
- Robust use of "visualization" techniques, including maps and graphics to illustrate trends, choices being debated, etc.
- Train staff to be alert to and anticipate the need of low-literacy participants in meetings, workshops, and the like

Other Outreach

- Information/comment tables or booths at community events and public gathering spaces
- Comment Cards/Take-One Cards on-board transit vehicles

IV. Public Participation Procedures for the Regional Transportation Plan (RTP) and the Transportation Improvement Program (TIP)

There are two key transportation initiatives of MTC's that are specially called out in federal law as needing early and continuing opportunities for public participation — development of the Regional Transportation Plan and the Transportation Improvement Program.

Public Participation Opportunities in the RTP and TIP

Because of its comprehensive, long-term vision, the RTP provides the earliest and the best opportunity for interested residents and public agencies to influence MTC's policy and investment priorities for Bay Area transportation. It is at this earlier RTP stage where investment priorities and major planning-level project design concepts are established, and broad, regional impacts of transportation on the environment are addressed. Thus, there is comparatively less value for public to participation in the TIP, which is a programming document that identifies funding for only those programs and projects that are already included in the RTP.

One easy way to engage on transportation policies and investment is to request to be added to MTC's RTP database (see below for instructions).



Get Involved: Sign Up for MTC's RTP Database

One of the ways to have the most impact on MTC's policy and investment decision is to participate in an update of the regional transportation plan (RTP). Contact MTC's Public Information Office at 510.817.5757, or info@mtc.ca.gov and ask to be included in MTC's RTP database.

A. Regional Transportation Plan

The long-range Regional Transportation Plan (RTP) prioritizes and guides all Bay Area transportation development over 25 years. The RTP is the comprehensive blueprint for transportation investment (transit, highway, local roads, bicycle and pedestrian projects), and establishes the financial foundation for how the region invests in its surface transportation system by identifying how much money is available to address critical transportation needs and setting the policy on how ~~is~~ projected revenues are to be spent. The RTP is updated at least once every four years to reflect reaffirmed or new planning priorities and changing projections of growth and travel demand based on a reasonable forecast of future revenues available to the region.

MTC prepares two technical companion documents for RTP updates: a program-level Environmental Impact Report per California Environmental Quality Act (CEQA) guidelines, and transportation air quality conformity analyses (to ensure clean air mandates are met) per federal Clean Air Act requirements. Certain revisions to the RTP may warrant a revision or update to these technical documents. The process for preparing and conducting interagency consultation on the conformity analysis is described in MTC Resolution No. 3757.

Updating and Revising the Regional Transportation Plan

A complete update of an existing regional transportation plan is required at least once every four years. The RTP also may be revised in between major updates under certain circumstances, as described below in the table and narrative:

- **RTP Update**

This is a complete update of the most current long-range regional transportation plan, which is prepared pursuant to state and federal requirements.

RTP updates include extensive public consultation and participation involving hundreds of Bay Area residents, public agency officials and stakeholder groups over many months. MTC's three advisory committees play key roles in providing feedback on the policy and investment strategies contained in the plan. The Bay Area Partnership — a group of top executive staff from key public agencies at all levels who work in the transportation or environmental protection arenas — also actively participate in the development of an RTP update.

Specific multi-phased public outreach and involvement programs with performance benchmarks are developed for every RTP update, drawing from the public participation techniques listed in Section III of MTC's Public Participation Plan. As appropriate, MTC will request that county congestion management agencies involve the public in their process for nominating projects for inclusion in the RTP, and show how public comments helped inform their recommendation.

- **RTP Amendment**

An amendment is a major revision to a long-range RTP, including adding or deleting a project, major changes in project/project phase costs, initiation dates, and/or design concept and scope (e.g., changing project locations or the number of through traffic lanes). Changes to projects that are included in the RTP only for illustrative purposes (such as in the financially unconstrained "vision" element) do not require an amendment. An amendment requires public review and comment, demonstration that the project can be completed based on expected funding, and/or a finding that the change is consistent with federal transportation conformity mandates. Amendments that require an update to the air quality conformity analysis will be subject to the conformity and interagency consultation procedures described in MTC Resolution No. 3757.

- **RTP Administrative Modification**

This is a minor revision to the RTP for minor changes to project/project phase costs, funding sources, and/or initiation dates. An administrative modification does *not* require public review and comment, demonstration that the project can be completed based on expected funding, nor a finding that the change is consistent with federal transportation conformity requirements. As with an RTP amendment, changes to projects that are included in the RTP's financially unconstrained "vision" element may be changed without going through this process.

Updating and Revising the Regional Transportation Plan (RTP)

Public Participation for RTP Update					
[Procedures may not occur in order shown]					
<div>❶</div> <div>Extensive public participation plan developed and executed over many months to provide early and continuing opportunities to comment.</div> <div>Public Outreach and Involvement Program reviewed with advisory committees</div>	<div>❷</div> <div>Numerous targeted workshops with MTC advisory committees, stakeholder groups and the Bay Area Partnership</div> <div>MTC database is used to notify public of opportunities to participate</div>	<div>❸</div> <div>Opportunities to participate via the Web</div> <div>Key draft documents posted to the Web for public review and comment and available for viewing at the MTC Library</div>	<div>❹</div> <div>Inter-governmental consultation, as appropriate</div> <div>Review as appropriate based on Air Quality Conformity Protocol (MTC Resolution No. 3757)</div>	<div>❺</div> <div>Draft plan is released for 30-day public review.</div> <div>At least one formal public hearing before MTC’s Planning Committee</div> <div>MTC responds to significant comments</div> <div>Extend public review period by 5-days if final RTP differs significantly from draft RTP and raises new material issues</div>	<div>❻</div> <div>Adoption by the MTC Commission at a public meeting</div>
Public Participation for RTP Amendment					
[Procedures may not occur in order shown]					
<div>❶</div> <div>Proposed amendment released for a 30-day public review.</div>	<div>❷</div> <div>Posted on MTC’s Web site for public review and available for viewing at the MTC Library</div>	<div>❸</div> <div>Reviewed at a public meeting of MTC’s Planning Committee</div>	<div>❹</div> <div>Approved at a public meeting by the MTC Commission</div>		
Public Participation for RTP Administrative Modification					
[Procedures may not occur in order shown]					
<div>⚡</div> <div>No public review</div>	<div>⚡</div> <div>Approved by MTC Executive Director</div>	<div>⚡</div> <div>Modifications posted on MTC Web site</div>			

B. Transportation Improvement Program

The Transportation Improvement Program (TIP) implements the policy and investment priorities expressed by the public and adopted by MTC in the Regional Transportation Plan (RTP). In this way, public comments made as part of the RTP are reflected in the TIP as well. The TIP covers a four- or five-year timeframe, and all projects included in the TIP must be consistent with the RTP, which covers 25 years. The TIP is a comprehensive listing of Bay Area surface transportation projects — including transit, highway, local roadway, bicycle and pedestrian investments — that:

- receive federal funds, or are
- subject to a federally required action, or are
- regionally significant, for federal air quality conformity purposes.

The TIP includes a financial plan that demonstrates there are sufficient revenues to ensure that the funds committed (or “programmed”) to the projects are available to implement the projects or project phases. Adoption of the TIP also requires a finding of conformity with federal transportation-air quality conformity mandates.

Individual project listings may be viewed through MTC’s Web-based Fund Management System at www.mtc.ca.gov/funding/fms_intro.htm. As part of MTC’s commitment to public involvement, many projects in the TIP are mapped to present the online reader with a visual location of the project. Individuals without access to the Internet may view a printed copy of the project listings at the MTC Library at 101 Eighth Street, in Oakland.

Updating and Revising the TIP

Federal regulations require that the TIP be updated at least once every four years. From time to time, circumstances dictate that revisions be made to the TIP between updates. MTC will consider such revisions when the circumstances prompting the change are compelling, and the change will not adversely affect transportation-air quality conformity or negatively impact the financial constraint findings of the TIP.

In addition to a TIP update, revisions to the TIP may occur as TIP Amendments, TIP Administrative Modifications and TIP Technical Corrections. Further explanation about TIP updates, and how the types of amendments are processed are shown in the table and narrative that follows.

MTC maintains a free, subscription-based e-mail distribution list of individuals, transportation officials and staff interested in being informed of TIP-related changes and actions. Pertinent information may be distributed to recipients as needed to alert the individuals of notices and information regarding the development and approval of a new TIP and updates, such as the notice of a TIP update, notice and approval of the TIP amendments, and other information as deemed appropriate. Known as TIP-INFO Notification, this is a tool to help facilitate public review and comment and coordination with transportation and other public agencies.

Due to occasional unforeseen technical difficulties, and the fact that delivery of e-mail cannot be guaranteed, TIP-INFO is not considered a specific requirement for the public involvement process, but rather an optional enhanced service to provide added convenience for those interested in the TIP. Anyone may sign up for the service at MTC's Web site.

- **TIP Update**

This is a complete update of the existing TIP, to reflect new or revised transportation investment strategies and priorities. An update of the TIP is required at least once every four years. Because all projects included in the TIP are consistent with the RTP, MTC's extensive public outreach for development of the RTP is reflected in the TIP as well. The TIP implements, in the short-term, the financially constrained element of the RTP and is responsive to comments received during the development of the RTP. TIP updates will be subject to the conformity and interagency consultation procedures described in MTC Resolution No. 3757.

- **TIP Amendment**

This is a revision that involves a major change to the TIP, such as the addition or deletion of a project; a major change in project cost or project/project phase initiation date; or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes). An amendment is a revision that requires public review and comment, re-demonstration of fiscal constraint, or an air quality conformity determination. Amendments requiring a transportation-air quality conformity analysis will be subject to the conformity and interagency consultation procedures described in MTC Resolution No. 3757.

- **TIP Administrative Modification**

An administrative modification includes minor changes to a project's costs or to the cost of a project phase; minor changes to funding sources of previously included projects; and minor changes to the initiation date of a project or project phase. An administrative modification does not require public review and comment, re-demonstration of fiscal constraint, or conformity determination.

▪ **TIP Technical Correction**

Technical corrections may be made by MTC staff as necessary. Technical corrections are not subject to an administrative modification or an amendment, and may include revisions such as: changes to information and projects that are included only for illustrative purposes; changes to information outside of the TIP period; changes to information not required to be included in the TIP per federal regulations; or changes to correct simple errors and data entry errors. These technical corrections cannot impact the cost, scope, or schedule within the TIP period, nor will they be subject to a public review and comment process, re-demonstration of fiscal constraint, or a conformity determination.

Updating and Revising the Transportation Improvement Program (TIP)

TIP Update <i>[Procedures may not occur in order shown]</i>					
1 Notify public via TIP-INFO Notification (e-mail) Notify public, including RTP participants, via U.S. mail; use appropriate lists within MTC's database	2 Review by BayArea Partnership	3 Intergovernmental consultation, as appropriate 30-day public review and comment period Draft TIP in MTC Library and mailed to major libraries throughout the Bay Area Posted on MTC Web site	4 Inform media, as appropriate MTC's response to significant comments compiled into an appendix in the final TIP Extend public review period by 5-days if final TIP differs significantly from draft TIP and raises new material issues	5 Review by an MTC standing committee, typically the Programming & Allocations Committee (a public meeting); referral to Commission	6 Adoption by Commission at a public meeting Approval by Caltrans Approval by Federal Highway and Federal Transit administrations (FHWA/FTA)

Table continued on next page

TIP Amendment

[Procedures may not occur in order shown]

<p>❶</p> <p>Notify public via TIP-INFO Notification (e-mail)</p>	<p>❷</p> <p>Review by Bay Area Partnership</p> <p>Posted in MTC Library</p> <p>Posted on MTC Web site</p>	<p>❸</p> <p>Amendments deleting or adding a project or changing an existing project that is subject to a new air quality conformity analysis:</p> <ul style="list-style-type: none"> ▪ 30-day public review and comment period, with review by an MTC standing committee at a public meeting; and ▪ Approval by the full Commission at a public meeting. <p>Amendment deleting or adding a project that is not subject to an air quality conformity analysis (such as a roadway rehabilitation):</p> <ul style="list-style-type: none"> ▪ Review by an MTC standing committee at a public meeting; and ▪ Approval by the full Commission at a public meeting. <p>Amendment changing an existing project that is not subject to an air quality conformity analysis or changing an existing groped project listing (such as the highway bridge program), or making a financial change to a project previously listed in the TIP, or bringing a previously listed project back into the TIP for financial purposes:</p> <ul style="list-style-type: none"> ▪ Review and approval by an MTC standing committee or the full Commission at a public meeting. 	<p>❹</p> <p>Approval by Caltrans</p> <p>Approval by FHWA/FTA</p>
--	---	---	--

TIP Administrative Modification

[Procedures may not occur in order shown]

<p>⌘</p> <p>No public review</p>	<p>⌘</p> <p>Approval by MTC Executive Director or designee, per Commission delegation</p> <p>Approval by Caltrans</p>	<p>⌘</p> <p>After approval, review by Bay Area Partnership</p>	<p>⌘</p> <p>After approval:</p> <ul style="list-style-type: none"> • post in MTC Library • post on MTC Web site • notify public via TIP-INFO Notification
----------------------------------	---	--	--

TIP Technical Correction

[Procedures may not occur in order shown]

<p>⌘</p> <p>No public review</p>	<p>⌘</p> <p>Corrections by staff</p>	<p>⌘</p> <p>No approval required</p>
----------------------------------	--------------------------------------	--------------------------------------

Annual Listing of Obligated Projects

By federal requirement, MTC publishes at the end of each calendar year an annual listing of obligated projects, which is a record of project delivery for the previous year. The listing also is

intended to increase the awareness of government spending on transportation projects to the public. Copies of this annual listing may be obtained from MTC's Web site: <http://www.mtc.ca.gov/funding/delivery/> or by calling MTC's Library at 510.817.5836.

Congestion Management Process

Under Federal SAFETEA regulations, MTC is required to prepare a congestion management process (CMP) for the Bay Area that includes strategies for managing travel demand, traffic operational improvements, public transportation improvements, and the like. MTC's Planning Committee at a public meeting adopts a CMP approximately every two years, with the results of this technical evaluation used to inform MTC decisions on program and investment priorities, including the Regional Transportation Plan. Those interested in this exercise may obtain copies of the relevant memoranda via MTC's Web site, or by requesting to be added to the Planning Committee's mailing list.

V. Interagency and Tribal Government Consultation Procedures for the Regional Transportation Plan (RTP) and the Transportation Improvement Program (TIP)

A. Public Agency Consultation

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users – better known as SAFETEA – expanded and specified a public participation process, directing metropolitan transportation agencies like MTC to consult with officials responsible for other types of planning activities that are affected by transportation in the area, be that conservation and historic preservation or local planned growth and land use management.

The most effective time to involve the public and governmental agencies in the planning and programming process is as early as possible. As such, the development of the regional transportation plan, with its 25-year timeframe, is the earliest and the key decision point for the interagency consultation process. It is at this stage where funding priorities and major projects' planning-level design concepts and scopes are introduced, prioritized and considered for implementation. Furthermore, MTC's funding programs and any projects flowing from them are derived directly from the policies and the transportation investments contained in the RTP. Because the RTP governs the selection and programming of projects in the TIP, MTC considers the agency consultation process as a continuum starting with the regional transportation plan. The RTP is the key decision point for policy decisions regarding project and program priorities that address mobility, congestion, air quality, and other planning factors; the TIP is a short-term programming document detailing the funding for only those investments identified and adopted in the RTP.

MTC will use the following approaches to coordinate and consult with affected agencies in the development of the RTP and the TIP. Throughout the process, consultation will be based on the agency's needs and interests. At a minimum, all agencies will be provided an opportunity to comment on the RTP and TIP updates.

- **Regional Transportation Plan (RTP)**

MTC's compliance with the California Environmental Quality Act (CEQA) serves as the framework to consult, as appropriate, in the development of the RTP with federal, state and local resource agencies responsible for land use management, natural resources, environmental protections, conservation, and historic preservation. This consultation will

include other agencies and officials responsible for other planning activities in the MTC region that are affected by transportation, to the maximum extent practicable.

As required by CEQA, the Notice of Preparation (NOP) stating that MTC as the lead agency will prepare a program-level Environmental Impact Report (EIR) for the RTP is the first step in the environmental process. The NOP gives federal, state and local agencies and the public an early opportunity to identify areas of concern to be addressed in the EIR and to submit them in writing to MTC. Further, MTC also will hold agency and public scoping meeting(s) to explain the environmental process and solicit early input on areas of concern. During the development of the Draft EIR, MTC will consult with affected agencies on resource maps and inventories for use in the EIR analysis.

MTC will consider the issues raised during the NOP period and scoping meetings(s) during its preparation of the EIR. Subsequently, as soon as MTC completes the Draft EIR, MTC will file a Notice of Completion (NOC) with the State Clearinghouse and release the Draft EIR for a 45-day public review period. MTC will seek written comments from agencies and the public on the environmental effects and mitigation measures identified in the Draft EIR. During the comment period, MTC may consult directly with any agency or person with respect to any environmental impact or mitigation measure. MTC will respond to written comments received prior to the close of comment period and make technical corrections to the Draft EIR where necessary. The Commission will be requested to certify the Final EIR, and MTC will file a Notice of Determination (NOD) within five days of Commission certification.

Note that while the RTP is not subject to the federal National Environmental Policy Act (NEPA), MTC will consult with federal agencies as appropriate during the preparation of the CEQA environmental document. Additionally, the involvement of federal agencies in the RTP can link the transportation planning process with the federal NEPA process. As the projects in the RTP and TIP continue down the pipeline toward construction or implementation, most must comply with NEPA to address individual project impacts.

- **Transportation Improvement Program (TIP)**

As discussed above, crucial decisions whether or not to support or fund a transportation program or project in the region first occurs at the RTP level. In contrast, the TIP defines project budgets, schedules and phasing for those programs and projects that are already part of the RTP. By the time the TIP is developed, the Commission has already made

planning decisions and project selection decisions. Therefore, for many agencies there is comparatively less value in consulting with MTC during the development of a TIP, in particular for agencies that are not project sponsors or are not concerned with air quality conformity. Additionally, the TIP does not provide any additional information regarding environmental impacts, beyond that found in the program-level environmental analysis prepared for the RTP.

As such, starting at the RTP development stage, MTC staff will concurrently consult with all agencies regarding the TIP. Subsequent to the RTP, additional consultations at the TIP stage will be based on an agency's needs and interests. At a minimum, all agencies will be provided with an opportunity to comment on the TIP. Project sponsors — including the California Department of Transportation (Caltrans), local jurisdictions, transit operators, and county congestion management agencies (CMAs) — review and consult with MTC on each of their respective projects in the TIP. Furthermore, through the Bay Area Partnership, these agencies (and any other interested agency) are involved every step of the way in the establishment of MTC programs, selection of projects and their inclusion in the TIP.

B. Other Protocol for Working With Public Agencies

▪ **The Bay Area Partnership Review and Coordination**

MTC established the Bay Area Partnership in 2002 to collaboratively assist the Commission in fashioning consensus among its federal, state, regional, and local transportation agency partners regarding the policies, plans, and programs to be adopted and implemented by the Commission. Membership includes a chief staff officer from all public agencies representing the following transportation interests:

- Transit operations
- Transportation facilities
- Congestion management agencies
- Public works agencies
- Airports and seaports
- Regional, state and federal transportation, environmental, and land use agencies

The Partnership Board discusses critical transportation policies issues, while the Partnership Technical Advisory Committee (PTAC) delves into the on-going and more technical aspects of these policy issues. These meetings are open to the public. The Partnership Board meetings are audiocast live and later archived on MTC's Web site. The primary means for promoting exchange of information and ideas with partner agencies on the Bay Area's Regional Transportation Plan (RTP) and Transportation Improvement Program (TIP) updates and amendments is through the Partnership. The status of any RTP/TIP amendments and administrative modifications ~~and~~ are reviewed via the PTAC and/or its working group meetings. For RTP/TIP updates, PTAC will be kept informed and consulted throughout the process through meeting items and presentations as appropriate.

▪ **Air Quality Conformity and Interagency Consultation**

A dialogue between agencies over transportation-air quality conformity considerations must take place in certain instances prior to MTC adoption of its RTP or TIP. These consultations are conducted through the Air Quality Conformity Task Force — which includes representatives of the U.S. Environmental Protection Agency, the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), the California Air Resources Board (CARB), Caltrans, the Bay Area Air Quality Management District,

and other state and local transportation agencies. These agencies review updates and, in certain instances, amendments to the RTP and TIP to ensure they conform to federal transportation conformity regulations via a transportation-air quality conformity analysis.

In accordance with Transportation-Air Quality Conformity and Interagency Consultation Protocol procedures (MTC Resolution No. 3757), MTC must implement the interagency consultation process for the nine-county San Francisco Bay Area before making a transportation conformity determination on the RTP or TIP. In developing an update to the RTP/TIP, MTC will bring important issues to the Partnership for discussion and feedback. All materials that are relevant to interagency consultation, such as the RTP/TIP schedule, important RTP/TIP-related issues, and draft RTP/TIP, will also be transmitted to the Conformity Task Force for discussion and feedback. Similar consultation will occur for RTP/TIP amendments requiring an air quality conformity analysis.

- **Intergovernmental Review via Regional and State Information Clearinghouses**

The intent of intergovernmental review, per Executive Order 12372, is to ensure that federally funded or assisted projects do not inadvertently interfere with state and local plans and priorities. Applicants in the Bay Area with programs/projects for intergovernmental review are required to submit documentation to Association of Bay Area Government's (ABAG) Area-wide Clearinghouse and the State Clearinghouse in Sacramento, which are responsible for coordinating state and local review of applications for federal grants or loans under state-selected programs. In this capacity, it is also the function of the Clearinghouses to coordinate state and local review of federal financial assistance applications, federally required state plans, direct federal development activities, and federal environmental documents. The purpose of the clearinghouses is to afford state and local participation in federal activities occurring within California. The Executive Order does not replace public participation, comment, or review requirements of other federal laws, such as the National Environmental Policy Act (NEPA), but gives the states an additional mechanism to ensure federal agency responsiveness to state and local concerns.

ABAG's clearinghouse notifies, via the bi-weekly e-mail Intergovernmental Review Newsletter, entities and individuals at all governmental levels, as well as certain public interest groups that might be affected the proposed project or program. The state and

area-wide clearinghouses are a valuable tool to help ensure that state and local agency comments are included along with any applications submitted by an applicant to the federal agencies. MTC uses this service to notice TIP updates and those TIP amendments that require an air quality determination. This service is not used for TIP amendments that do not require an air quality conformity determination, for TIP administrative modifications and for TIP technical corrections. The clearinghouses also receive and distribute environmental documents prepared pursuant to the California Environmental Quality Act (CEQA) and coordinate the state-level environmental review process. The RTP is subject to CEQA and therefore is reviewed through the clearinghouses as well.

C. Tribal Government Consultation

There are six federally recognized Native American tribes in the San Francisco Bay Area. MTC invites the tribes to conduct government-to-government consultation during development of the regional transportation plan and the companion Transportation Improvement Program as well as throughout the regional transportation planning process. MTC lays the groundwork for consultation-early in the process of developing the regional transportation plan, and generally includes a “Tribal summit” for all six Tribal governments. MTC expresses to each tribe a willingness to conduct individual meetings at the tribe’s convenience.

MTC board members and executive staff participate in consultation with the Tribal governments. MTC will conduct consultation and associated activities in locations convenient for the Tribal governments. Past meetings have been held in Sonoma County, where most of the Tribal governments are located.

The Tribal summit often will include MTC’s partner agencies, the Association of Bay Area Governments, the state Department of Transportation and the appropriate congestion management agencies. The Tribal summit also may include facilitation by an individual or organization known to the Tribal governments.

The Tribal summit will include discussion about how the Tribal governments will participate in development of the long-range plan, as well as the companion TIP. The Tribal summit also serves to introduce the Tribal governments to MTC’s partner agencies.

As a next step after the tribal summit, MTC encourages individual meetings with each tribal government throughout development of the regional transportation plan to discuss issues and concerns specific to each tribe. MTC offers to conduct consultation at a time and location convenient for the tribe, which may include attendance at meetings of the tribal council or committees. The governments also receive material from MTC throughout the RTP planning effort.

VI. Evaluation and Update of the Public Participation Plan

MTC's Public Participation Plan is not a static document, but an on-going strategy that will be periodically reviewed and updated based on our experiences and the changing circumstances of the Commission and the transportation community it serves.

As part of every public outreach and involvement program developed for the regional transportation plan and other major planning studies that feed into the plan, MTC will set performance measures for the effectiveness of the participation program and report on the results. These performance reports will serve to inform and improve future outreach and involvement programs, including future updates to this Public Participation Plan.

For example, MTC identified specific performance measures to gauge progress toward accomplishing a set of goals laid out in the Transportation 2030 Public Outreach Plan. Evaluation forms, available in English and three other languages, were handed out at the end of each public outreach meeting, including the kick-off summit. These forms asked participants to evaluate nine aspects of the public involvement program related to the quality of outreach, meeting handouts, presentation, facilitation, and opportunities for feedback. More than 80 percent of the participants responded positively to all nine aspects of the outreach program.

Additionally, MTC will periodically evaluate various components of the items identified under Section II, "Continuing Public Engagement," which form the core of MTC's public involvement activities.

This Public Participation Plan may be subject to minor changes from time to time. Any major updates will include a review by MTC's advisory committees, 45-day public comment period with wide release and notification of the public about the proposed changes, review by the Commission's Legislation and Public Affairs Committee (a public meeting), and approval by the Commission. We will extend the public comment period by an additional 45 days in instances where major revisions are proposed in response to comments heard.

MTC Public Participation Plan

Appendix A

Public Participation Plan Outreach: Summary of Focus Group, Presentation and Web Survey Comments

Summary of Focus Group, Presentation and Web Survey Comments

Prior to development of the Public Participation Plan, staff sought input from members of MTC's three advisory committees, and solicited comments from the Bay Area Partnership's Technical Advisory Committee (staff from transportation and environmental protection agencies in the region) and MTC's Welfare to Work Working Group (social service agency representatives and transportation providers). In addition, staff met with clergy in the East Bay and South Bay on ways to engage the faith-based community.

In addition, MTC held focus groups from January through April 2007 to solicit comments and feedback on MTC's public participation practices. Sessions were organized as follows:

- Representatives from MTC's three advisory committees (Feb. 13, 2007)
- Peer Panel with public information officers from a range of local, state, regional and federal transportation and environmental protection agencies (Feb.14, 2007)
- Participants in the LIFETIME program, a support group for low-income single parents attending college (March 9, 2007)
- Leaders of bicycle and pedestrian groups (March 21, 2007)
- Amalgamated Transit Union Representatives (April 12, 2007)
- Private Transportation Providers (April 17, 2007)

MTC also conducted a Web survey asking more questions about ways to improve public participation. The survey consisted of 18 questions and was available on the Web for 33 days. MTC e-mailed its entire contact database regarding the survey, and asked other groups – such as AC Transit, the Transportation and Land Use Coalition (TALC), the California Alliance for Jobs and Urban Habitat – to also notify their constituencies and partners. There were a total of 1,574 completed surveys and 216 partially completed surveys.

Common themes emerged from this outreach. As one might expect, these themes were often delineated by the medium used to obtain the response (for example, Web survey respondents were more apt to want to communicate via the Internet or e-mail, etc.). The comments summarized below provide an overview of responses from focus groups to the specific questions we asked.

1. What would encourage you to attend a meeting or event to discuss Bay Area transportation issues?

Web survey respondents informed us that an interesting or relevant meeting topic had the greatest impact on meeting attendance. Other recommendations made by both focus group

Summary of Focus Group, Presentation and Web Survey Comments (*continued*)

participants and Web survey respondents include consideration of the time and location of a meeting, the ability of meeting participants to impact MTC's decision-making process, and the use of community and media partnerships to promote a meeting. Participants in a low-income focus group recommended the use of childcare and food as a way to encourage attendance. Finally, our advisory committee members recommended that we educate the public about MTC as a way to create relevance and encourage the public's attendance at meetings and events.

2. What is the best way to notify you about a meeting?

Both Web survey respondents and focus group participants believed that e-mail was the best way to notify the public of a meeting. Notification by regular mail, display of posters or flyers in transit vehicles or stations and use of radio or broadcast public service announcements were mentioned as other successful ways to notify the public. Meeting organization and logistics also matter. Because people are so busy, it is advisable to promote a meeting multiple times using a variety of media. Last, we were reminded that Internet access isn't universal and encouraged to provide non-Internet alternatives for meeting promotion to ensure that everyone is included.

3. Which of the following methods would help you express your views at a meeting?

Responses to this question were consistent with the medium used: Web survey participants recommended a questionnaire or survey to express views, while focus group participants recommended facilitated discussion or small groups. Focus group participants noted that those uncomfortable providing public comment at a meeting might prefer to provide written comments instead. Our peers felt that the use of charts and graphs would assist with visualization of meeting material, and improve the quality of the input.

4. Other than a meeting, what other methods would you most likely use to express your views?

Once again, responses were medium specific: Web survey respondents preferred Web surveys to express views, while focus group participants preferred in-person methods, such as staffing a kiosk at a public event or use of a focus group. Both groups also

recommended e-mail and regular mail comments as a method to express views. Last, we were reminded again that because Internet access isn't universal, we should ensure that non-Internet methods are always available.

Summary of Focus Group, Presentation and Web Survey Comments (*continued*)

5. How would you like to have detailed material presented to you?

Web survey respondents believed that providing information online for review in advance is the best way to explain detailed information to the public. The respondents also felt that the use of charts or other visual aids, brochures, flyers or other printed material also are successful media for material presentation. The focus group participants reminded us to refrain from using acronyms during a meeting, and overwhelmingly recommended the use of understandable text combined with illustrative graphics. MTC also was strongly encouraged to use multiple media in order to make materials easier to understand.

6. MTC would like to keep you informed of how your comments have factored into its decisions. What is the best way to inform you of MTC's actions?

Both Web survey respondents and focus group participants felt that e-mail is the best way to notify the public about MTC's actions. Focus group participants encouraged the use of community groups, via the group's newsletters and Web sites, and the use of the media, both print and broadcast, to inform the public. The low-income focus group participants also encouraged the use of regular mail as an alternative to e-mail.

Public Participation Plan
Notes from Advisor Brainstorming Sessions
January/February 2007

MTC staff visited each of our three advisory committees in January 2007 in order to brainstorm ideas on how to best attract the public to participate in MTC's decision-making process. The notes below reflect the comments made at each of the three meetings; committee members made all comments unless otherwise noted.

Minority Citizens Advisory Committee

January 9, 2007

3:30 – 5 p.m.

Ideas:

- Internet; Web surveys; email blasts
- Determine if there is a connection with our outreach efforts and the transit rider survey now under way. The demographic data gleaned from the survey may help us focus MTC's outreach to transit riders
- Need more alternate language speakers to translate more collateral, provide information
- Offer refreshments at meetings
- Announcements on buses
- Hold separate community meetings by language
- Offer childcare at meeting
- Ads in alternate language newspapers
- Payment for volunteer efforts
- MTC should offer cell phones/computer access for advisors
- Suggests a focus group for welfare to work participants
- While MTC does a good job gathering information, they need to do a better job with what they do with the information (comment made by audience member)
- Explicit consideration of public input should be made (comment made by audience member)
- Commissioners need to provide reasoned responses, they need to weigh more heavily the input they receive from the public (comment made by audience member)

Advisory Council

January 10, 2007

12:30 – 2:30 p.m.

Ideas:

- Treasure Island Banner
- As a type of focus group, consider telling a certain group of people to watch a TV program (cable access) at a certain hour, then follow up with a phone call to ask questions, get comments on the issue/topic, etc.
- City/County meetings broadcast on cable access public television stations are well watched; consider use of public access stations
- Distribute Web surveys via other agencies/organizations listserves
- Provide text for use in scrolling text that runs on public access stations. This is a way to drive people to a Web site to take an online survey, or provide a phone number for people to call and take a phone survey
- Place ads in regional minority media, such as *India West* and *India Currents* newspapers. Also use of public service announcements on minority radio/TV stations is a good idea
- Ask certain organizations, e.g., AARP and the Council on Aging, to provide a link to MTC on their Web sites. This will help drive constituents to MTC's Web site
- Consider providing an inducement to people to participate. We could learn from the corporate marketing world and pay people to participate in a meeting or survey (time is not a trivial matter for low income families juggling multiple jobs)
- Provide food at meetings

- Advertise/get stories in the many “throw-away” free weekly and daily newspapers; they are well read. This is a medium that’s regional and local, and free to use
- Many low-income residents are suspicious of government; need to use someone who is trusted by the communities. San Mateo County’s Half Moon Bay/Pescadero area is mentioned as a low-income area, rural, with many transit dependent residents who may need to be contacted by another more trusted agency on behalf of MTC
- A lot of people, including professionals, don’t know who MTC is, or what MTC does. He suggests more outreach to professional groups, such as Society of Engineers, East Bay Municipal Engineers, The American Public Works Association, Northern California Chapter, ITE and Home Builders Association
- Use transportation professionals to help get information to filter down to regular folks for their input
- Most transit agency advertising contracts require that a certain percentage of advertising on buses be reserved for public service messages. Contact CBS Viacom for placement of car cards or ads on the backs of buses. Also consider posters in the bus shelters. If you are trying to advertise a particular meeting, advertise in buses used on routes through the neighborhood you are targeting
- There are many non-profits trying to get exposure on radio/TV via public service announcements, he suggests that it might be easier to get paid news exposure rather than using PSAs. It is also difficult to get MTC’s messages down to 8 seconds, which is the length of time that most segment sponsorships or PSA spots. Getting exposure on a local news program is best exposure
- An impression exists that government officials have already made up their minds on policies before meeting with the public. MTC has done a better job recently about this but should make sure that it keeps this in mind in the future
- Suggests that advisors could commit to sending an email to a list that an advisor belongs to; could work with staff on the wording of such messages
- Timing is a concern – at what point is the public brought in to allow the public to help shape ~~share~~ what is happening
- For low-income residents, taking time to attend a meeting can mean losing some work hours. Suggests community organizations be hired to interview low-income populations to get their input without residents having to attend an MTC meeting
- Suggests we hand out notices at toll plazas
- Not withstanding room for improvement, MTC does a better job with outreach than do the transit operators or CMAs. Does MTC have any resources or ability to help local transportation agencies do a better job ~~jet~~ with outreach to the public? Should we consider a grant program along these lines?
- People don’t want to talk to the wind; MTC needs to listen to the public and let the public speak on what each member of the public has in mind, rather than force comments on pre-determined MTC decisions/topics (comment made by audience member)

Elderly and Disabled Advisory Committee

January 11, 2007

10:30 a.m. – 12:30 p.m.

Ideas:

- Marin meetings: We may consider holding our meetings at Whistlestop Wheels in San Rafael (they have a dining room and serve lunch to groups for a fee)
- Bridge groups, bingo groups, bowling clubs
- Very few people know who/what MTC is; we should educate the public in order to better attract the public to meetings
- Make it clear that this (the Public Participation Plan) is a living document that can be improved and upgraded as time goes on
- The transit-riding public is much broader than minority or elderly and disabled
- Suggest people be encouraged to phone in comments as another way of letting the public participate
- Reach out to college-age residents, or younger by contacting/distributing materials at colleges

- Reach out to a younger audience and ask them how they go about obtaining information. Consider new media, blogging. Social networking – these methods, technologies, require no postage
- Attend meetings at senior housing developments, mobile home parks. Distribute flyers at senior centers
- Advertise in senior or disabled publications, especially in non-profit newsletters.
- Suggests ads in local papers. Mentions Sonoma Seniors newsletter
- Seniors are available to attend meetings because they are retired, but for the general working public, need to provide childcare
- Need to provide transportation to and from meeting location
- Consider TV commercials or TV PSAs
- Utilize special elderly and disabled programming on cable TV stations (Jeff Clark/KQED)
- Utilize public access TV stations. Package Commission meetings or EDAC meetings for replay on public access TV stations
- Advertise in or get stories in free, throw-away newspapers
- People are motivated to attend a meeting when angry about something or fearful about something: MTC needs something that generates interest for people to attend a meeting
- Utilize ethnic media (mentions Richmond Post and Richmond Globe]
- Post announcements in public hospitals or clinics, where people have long waits and are desperate to read anything!
- Today use of the Web is important; it is available in lots of places (cafes, libraries)
- One of the best ways to get people to attend a meeting is to advertise that lunch or dinner will be served
- Going to churches is a good idea – set up meetings at a church hall; have meeting begin right after the church service is over; invite the general public, as well as church members. It is important to find a time that is convenient for the public. Target urban churches
- Make a booth that looks like a big call box and people could go in and make their comments
- Submit editorials and letters-to-the-editors to newspapers; surveys show that letters to the editor as well as the editorial section of newspapers are very well-read sections of the newspapers
- Consider using actors – an actor connected with [space] travel. Actors could be used to make it cool to use transit, i.e., find an actor that can take away negative social stigma attached to transit, especially among youth groups
- Use of an 800 phone number people can use to call in to the Commission, or to call the advisory committees
- Make sure MTC's phone number is in every phonebook in the region, not just in Oakland's phonebook
- Advisors could take MTC's PowerPoint presentations and make a presentation on behalf of MTC at additional places; get more questions, comments
- More education for the advisors would be good and help the members become better advisors. Advisors need to know terminology, structure of agency, specifics on certain issues
- Host an occasional field trip for advisors, to see a project or a service. Have outside groups make presentations to advisors. Suggests some funding to help presenters get to MTC advisory meetings
- Invite MTC executive director to attend EDAC meetings once in a while
- Ask to get a copy of the current public participation plan. Item to be mailed or emailed to all members
- Suggests that an existing advisor agree to “adopt” a new member, so that new member has someone to call for advice, to offer guidance

Partnership Technical Advisory Committee

February 26, 2007

1:30 – 3:30 p.m.

Idea:

- Cable TV is a good way to reach the public

Public Participation Plan
Focus Group Meeting Notes
MTC Advisory Committees
February 13, 2007, 12 noon – 2 p.m.
MTC's offices

Participants:

Herb Crowle, EDAC
Frank Gallo, MCAC
Marshall Loring, EDAC
Dennis Trenten, EDAC

Margaret Okuzumi, Advisory Council
Bob Planthold, Advisory Council
Michael Rubiano, MCAC

Focus Group Discussion:

Q #1 What would draw you to an event to discuss Bay Area transportation issues?

- Topic is key; one that interests me.
- People are motivated to participate if it's in their interest to do so. The challenge is to describe the relevance of a meeting in a way that makes people feel it is in their best interest to get involved.
- Co-sponsorship by a familiar group is another way to draw more participants to a meeting.
- Childcare, food, flexible schedule (other than during the work day) are very important.
- Transit connections key. Evening meetings are nice, but transit is not always available at night.
- Don't forget the social aspects of meeting attendance. People are more likely to attend not only if a familiar group cosponsors the meeting, but if someone they know is planning to attend.
- Working people are more able to participate if meetings are scheduled during off hours.
- Translation services are key — including “simultaneous” translation that allows multiple participants to communicate with a translator during the meeting via headsets.
- “Take one” cards or “Bus drops” are other important ways to get the word out about meetings.
- MTC should work more on its “brand,” that way people would be more likely to engage.
- Free transit passes would motivate many to participate.

Q #2 What is the best way to notify you about a meeting?

- Don't overlook the news media. A well-placed story on radio or via newspaper is an effective way to attract people to a meeting. Display ads combined with “free” news coverage in some of the small ethnic newspapers are good ways to maximize meeting attendance.
- Small neighborhood newspapers are also widely read in their respective communities, and should not be overlooked as a way to help get the word out about MTC meetings.
- Display ads are not as effective as general news coverage in terms of attracting people to meetings.
- E-mail — in the form of multiple notices — along with postcards are helpful to increasing meeting attendance.
- Working with local groups — such as homeowners' associations, churches or community-based organizations — is a good way to reach active people, but it requires relationship building.

Q #3 Which of the following tools would help you express your views at a meeting? (e.g., translated material, electronic voting, questionnaire, facilitated discussion, voting game)

- All of the above, plus good visuals
- Questionnaires are not best for meetings
- Translation would be key for people who don't speak English or are hearing impaired
- Facilitated discussions are the best way to hear from many voices; a good facilitator will enable shy people to express their views

- Questionnaires work well when you are not under time pressure; they are a way for you to express your opinions in a detailed, specific way
- Voting games are helpful
- You need to customize which tools you will use based on the audience

Q #4 Other than a meeting, what venue or forum would you most likely use to express your views? (e.g., Web survey, mail survey, focus group, email comment, letter, online discussion, kiosk at a public gathering place, telephone comment line)

- Focus groups are a good way to get detailed comments
- Web surveys are limited in terms of the audience that is able to participate in them
- Web surveys are a good way to reach people who might not otherwise participate
- Paying someone to survey at specified locations (bus stops, e.g.) is good way to collect comments
- Telephone surveys are intrusive and annoying
- Telephone surveys are the best way to get a true picture of the views of the larger population

Q #5 How would you like to have complex material presented to you? (Information online for review in advance, video, live presentation, tabletop display, brochure, flyer or other printed material, map, chart or other visual aid, etc.)

- I like to see the same questions presented many different ways; this enables people to comment in the way that best suits them
- Seeing material online in advance is good, but it's often hard to find material on Web sites
- Tabletop displays are great
- I prefer video, as it allows me to see and hear
- It's important to provide "take aways" that allow people to review the material later
- Provide more interactive material on CDs in advance of the meetings or for review later — at the meeting itself, you need "hard copies" of material.

Q #6 MTC would like to keep you informed of how your comments have factored into its decisions. What is the best way to inform you of those actions? (e-mail and regular mail, audiocast of MTC meetings, *Transactions* newsletter, Web site)

- Use email with a Web site link
- Local newspapers are an excellent way to keep people informed
- I prefer regular mail
- Email and regular mail
- A bimonthly MTC newsletter is too infrequent
- MTC's Web site is still too cumbersome to navigate
- I like the fact that you are asking this question; this is a very important step to take
- The audiocast/audio archive feature on MTC's web site is really handy for people, and it allows them to easily keep abreast of current developments and get background information
- MTC's newsletter is a really useful tool to keep updated
- The archival information on MTC's Web site is very useful

Q #7 How can MTC further assist you as advisors? (All-day training/orientation on transportation topics, training for committee chairs and vice-chairs, more emphasis on committee work plans, etc.)

- All-day training would interest only a few, better to keep it to 2-3 hours at a time
- Better orientation and overview of key issues, more use of timelines with key milestones of when comments are needed, etc.
- More process charts and flow charts would be helpful
- More information on "other" advisory groups to MTC would be helpful (for example, the Partnership, and other groups, such as the regional bicycle advisory group)
- Better committee rosters, with photos and bio information
- Focusing on work plans, with use of performance benchmarks would be very useful

- Tie advisor work plans to MTC's recently completed strategic plan; advisors saw the draft, but never got the final plan.
- Structure meeting agendas to the advisor work plans
- Getting the packet out early enough is critical
- Allow sufficient time on agendas for major items (30 or 45 minutes really isn't enough time).
- Emailed packets would be helpful, though not everyone has a computer
- Introduce important topics at one meeting, then have a discussion at the next

Q #8 MTC directs much of its public participation resources toward developing the Bay Area's long-range transportation plan, which MTC updates every four years. The policies in the plan also guide all future funding decisions, so MTC feels that this is the place where the public can have the most impact. Do you agree with this approach?

- I like this approach
- This emphasis might not always be effective; for example, the voter-approved bond revenue did not come out of MTC's long-range plan
- Local entities are always pursuing their own agenda absent any regional review, so I don't know that every jurisdiction truly believes that MTC's plan is THE way.
- MTC needs to be prepared to get input on items (such as the infrastructure bond) that happen outside of the long-range planning process
- This focus might limit MTC's ability to do more general outreach and involvement
- The regional transportation plan is pretty important, but it is confusing to the public to have such a long process
- MTC needs to be clear about the staging of such a complicated process

Q #9 To implement the long-range transportation plan, MTC also creates a shorter term document called the Transportation Improvement Program (TIP). MTC works closely with local public agencies on the TIP, and notifies the general public of the opportunity to comment via the MTC Web site, legal notices in newspapers and public hearings. Do you agree with this approach?

- It appears that by the time these projects come along in this process, it's really too late to have much of an influence as an individual. So if you can't impact or change a project, the public will be frustrated trying to participate at this point.
- The TIP process is an important process for those who have the knowledge base to participate
- You should encourage written comments and written feedback

Public Participation Plan
Peer Panel Review
February 15, 2007, 12 noon – 2 p.m.
MTC's offices

Attendees:

Juven Alvarez, Caltrans
Garth Hopkins, Caltrans
Beth Walukas, Alameda County CMA
Arielle Bourgart, Contra Costa Transportation Authority
Yvonne Morrow, WestCAT
Kathleen Cha, ABAG
Gail Collins, VTA
Nichele Ayers, AC Transit
Elizabeth Richards, Solano Transportation Authority

Ted Matley, Federal Transit Administration
Joy Gibson, Santa Rosa City Bus
Mike Furnary, Tri Delta Transit
Sarah Layton Wallace, TAM
Rosemary Booth, LAVTA
Fran Reid, LAVTA
Jonah Weinstein, SamTrans/Caltrain
Tess Lengyel, ACTIA

Focus Group Discussion:

Q #1 In your experience, which item below would most likely draw the public to a meeting or event?

- Electronic voting.
- Provide an incentive (payment) for low-income residents to attend.
- Focus groups.
- Web polls.
- Co-sponsor meetings with community organizations.
- Use existing meetings/forums.
- Topic needs to be relevant.
- Guerilla marketing/targeted marketing.
- Door-to-door flyers.
- 60-day advance notice for a meeting.
- Position people in malls, or in very local areas, and survey people.

Q #2 In your experience, what is the best way to notify the public about a meeting or event?

- Ads can have value if they are large and in a local media outlet; legal notices have little value.
- Targeted strategy.
- Buy ads in ethnic media.
- Use of chambers of commerce.
- Ask the public: use short survey asking questions such as 'what is best way to get info to you, etc.'
- Ask transit operators to help notify their riders: car cards in transit vehicles, seat drops on rail cars.
- People care about what they can relate to: give your message a human story/angle; that will get the attention of a lot more people.
- Editorial meetings.
- Use other agencies' Web sites to advertise your meeting/event
- Advertise your Web site address; use post cards to advertise URL.
- Target certain geographic areas (by sorting cards by zip code) and customize messages.
- Piggyback meeting before/after another meeting; give people two reasons to go to meeting location.
- All of the above, multiple times.

Q #3 In your experience, which of the following tools would best help the public express their views at a meeting?

- Use maps and charts for visualization.
- With a facilitated discussion, display comments/questions so all can see; this helps to generate energy within group. With facilitator, he/she can drill down on comments and get additional info.

- When you use voting at meeting, you limit options/choices; voting doesn't let people indicate what it is they do want. Make sure you encourage use of comment cards as well.
- Use display booths with experts stationed at them at beginning of meeting.
- Comment cards.

Q #4 Other than a meeting, what other venue or forum would your agency most likely use to express its views to the public?

- Kiosk in a public space, although actual experience with this is limited.
- Radio ads during morning commute, directing people to Web site.
- Public web site, with accompanying public comment section.
- Technology that builds communities and leverages content, like Neighborhood America.
- 511 prompt to allow people to comment.
- Use scientific polling in planning efforts.
- Comment card, with return postage.

Q #5 In your experience, which is the best way to communicate complex material to the public?

- Public participation via the Internet.
- I-pod casts.
- Web audiocasts.
- Make any issue personal, so that it has relevance.
- All of them, the more the better.

Q #6 In your experience, which is the best way to inform the public about how their comments have factored into your agency's decisions?

- Use postcard with information on where to see decisions on Web.
- Tell people at a meeting where they will be able to find the final document.
- Targeted response.
- How to show the public you used their comment is challenging; don't want people to think agency does not care.
- Use info from a meeting's sign-in sheets to continue communication/participation with people.
- Let them have commentary along the way.
- Tell people from outset what will happen with their comments.
- Be thoughtful in how you frame questions for public comment.
- Not all is open to review.

Q #7 Can you describe any potential new practices?

- Advertising through movie previews has been successful and is inexpensive and can be targeted.
- Contests co-sponsored with community groups, but have to go through agency Web site to enter contest.
- Get public to your Web site by whatever means, but then the writing and the design of the Web site has to draw the public to important issues/sections within your Web site.
- Write story/article for cable TV (or do research and make it easier for reporter to write a story).
- Free PSAs.
- Buy radio time for the year and trade out messages periodically.
- TV sponsorship and TV forum.
- Share press releases: One transit operator adds its own fact sheet (with local angle) to MTC's regional news release, and sends release to its local media outlets and business contacts.
- Consider using cable stations: suggests mid-Peninsula cable stations with news program "You Make the News" where agency literally can make its own news (station provides camera crew?).
- Use RSS feed to alert people when there has been a change in your Web site. (Although could be too much of an intrusion if folks are alerted to every little change/update on Web.)
- With electronic newsletter, put links right in masthead of e-newsletter.

Q #8 Describe a successful outreach or public participation campaign.

- “Get Caught Riding”: Tri Delta Transit’s guerilla marketing campaign that actually went out on buses and awarded bus riders prizes simply for riding the bus. The campaign was successful.
- Caltrain had unique promotion around love poems and singles event.
- It is important to engage other people to talk with us; we don’t want to just talk to them. Can use community groups/advocate organizations to go out to public meetings with agency staff. Find a place on your agenda where regular folks who support your agency can speak in support of issue.
- A trusted individual can help promote idea/concept

Q #9 What is your experience using the Web for surveys and other outreach/public participation activities?

- Important to use Web, but important to know that large % of riders do not have access to Web.
- Automated, computer-generated translations are a necessary evil.
- Media may do their own translations.

Q #10 Can you assist MTC in notifying the public about specific events or surveys? If so, how?

- Use of agency newsletters or emails.
- Send emails to groups who can in turn email message to additional email lists.
- MTC should consider capacity building; it is a real challenge to explain what MTC does and MTC should cultivate a group of people who know MTC and can provide informed comments.
- Produce a nice quality “Take One” display for inside buses; transit operators probably would display it; a good way to get information about MTC or other issues out to transit riders.
- Some operators already have their own “Take One” display but could use help with different topics to present to their riders; would consider topics/issues with regional perspective from MTC.

Q #11 Any other suggestions?

- Use partners who have existing committees.
- Don’t forget students at universities.
- Reach out to professional organizations: COMTO, WTS, ASCE, chambers, ethnic chambers.
- Media Partnerships:
 - Use key stories with individual human interest element
 - Use focused pieces/articles with board members
 - Use focused pieces/articles with advisory committee members

MTC Public Participation Plan
Bicycle and Pedestrian Advocates Focus Group
March 9, 2007, 12 noon – 2 p.m.
MTC's Offices

Attendees:

Linda Young, 511 Contra Costa
Jamie Perkins, East Bay Parks
John Brazil, City of San Jose

Sabrina Merlo, Bay Area Bicycle Coalition
Robert Raburn, East Bay Bicycle Coalition

Focus Group Discussion:

Q #1 What would draw you to a meeting or event to discuss Bay Area transportation issues?

- Include a community-based group in meeting planning or event sponsorship, which helps to legitimize event (e.g., East Bay Area Trails Council). Community leader or other well-known community member as a meeting host would be great.
- Email from community groups.
- Translation services – media in alternate language. Translation at meetings, or having meetings all in alternate languages. The bike and pedestrian community especially needs alternate language translation. Use native speakers for translation for accuracy and legitimacy of message.
- Use employers to attract people to an event, also use alternate languages.
- Interesting meeting topic.
- Take-aways and gifts – bicycle map, for example.
- Food
- Employer transportation fairs: stamps where attendees need to visit a certain number of stations or booths to gather information.

Q #2 What transportation-related meeting topic interests you most?

- Improving transit connections and reliability, expanding transit services.
- Pavement quality, especially bicycle trail maintenance.
- Safe Routes to Transit, Safe Routes to School.
- Closing the gap in bicycle network, ensuring that bicycle trails continue and don't abruptly stop.

Q #3 What is the best way to notify you about a meeting?

- Email
- Radio: using Clear Channel to place 30-second spots, especially Spanish language radio stations. Also traffic sponsorships. Radio is more affordable than expected.
- Movie theater advertising, other movie services, e.g., Fandango.
- Co-sponsor an event with community group, faith-based groups.
- Announcement in church newsletter, attended church service or event and make announcement.
- Guerilla marketing, targeted street marketing (e.g., Spare the Air Day).
- Outdoor campaign, Treasure Island Banner, bus shelter advertising (using public service rate), in-bus ads or car cards.
- Kiosks to provide information on an ongoing basis or for a one-time event, notices at kiosks in East Bay parks.
- Postcards for targeted marketing.
- NOT: newspaper ads, newsletter or MTC Web site

Q #4 Which of the following tools would help you express your views at a meeting?

- Facilitated discussions.
- Voting games as long as they aren't too complicated or group isn't too large. Use a graph or map.
- Electronic voting.

- Speaker/facilitator's style could impact comfort-level of group, e.g., have someone familiar/someone with a familiar style ask questions or lead discussion.
- Speaker cards, following up with facilitated discussions.
- Using both written and oral comments at an event.
- Have Web survey after a meeting to comment on a meeting topic. Use email to thank participants for attending meeting and prompt additional comments via a Web survey.

Q #5 Other than a meeting, what other venue or forum would you most likely use to express your views?

- Information booth/kiosk workers to go out into public to discuss a topic, e.g. hand-out written survey with pre-paid postage.
- VIP to go out into public to get input (e.g., Jerry Brown).
- Less labor-intensive Web option, like My Space.
- Blog, Web discussion threads, although may tend to get many of the same commenters
- Email listserv to get more complex information to a large number of people.
- Use rewards or gifts or drawing to entice people to participate in surveys or come to events.
- Web survey, using open-ended questions.
- Surveys in alternate languages.
- Focus groups that are co-sponsored by a community group.
- Transportation fairs and events.
- Phone comment line very time-consuming.

Q #6 MTC often has complex issues/topics it has to discuss with the public. How would you like to have complex material presented to you?

- Provide information online, including maps and charts.
- Downloadable presentations.
- Clear visuals are important.
- Good PowerPoint presentations using succinct, understandable text and clear maps and charts.
- Video.

Q #7 MTC would like to keep you informed of how your comments have factored into its decisions. What is the best way to inform you of those actions?

- Phone call, although some thought that this would be too time-consuming.
- Email response, even if a canned response, so someone knows an email comment has been received and system is working. Provide email link with ongoing information about process.
- Newsletters, e.g., *TransActions*.

Q #8 As bicycle and pedestrian advocates, what issues would you most like to provide input on?

- Project priorities, high-need projects.
- Plans and policies.
- Funding for both capital and maintenance.
- Coordination with other agencies to implement projects.

MTC Public Participation Plan

Low-income via LIFETIME (Low-Income Families' Empowerment through Education)

Focus Group

Friday, March 9, 2007 at 1 p.m.

LIFETIME's offices in San Leandro

LIFETIME is an organization that assists parents (mostly mothers) on welfare in getting a college education.

Attendees:

Carmelita Baker
Peace Esonwune
Dawn Love
Eden Spatz-Bender
Tina Howerton

Karen Smith
Benyam
Neicsa Jackson
Junebug Strohl
Kirsten Elam

Focus Group Discussion:

Q #1 What would draw you to a meeting or event to discuss Bay Area Transportation issues?

- Food.
- Transit pass.
- Childcare.
- Translation services.
- Meeting topic needs to be relevant to my neighborhood and community (local focus).
- Want to be involved in making changes in policy and helping to make policy (wants to be part of entire process – to see the policy through).
- For low-income individuals food and childcare are important.
- Want to know that their comments will be taken into consideration, what they say means something, and they want to see results.

Q #2 What transportation-related meeting topic interests you most?

- Expanding public transportation services (i.e., more routes, increased frequency of bus service; more buses).
- Ways to reduce crowds on buses (overcrowding creates a hostile and dangerous environment).
- Ways to monitor and regulate crowds on transit at certain times.
- Cleaner technology for buses.
- Ways to alleviate cancer-causing fumes.
- Small children need to be able to have a seat (or at least hold on).
- Driver sensitivity training (sensitivity to parents traveling with small children).
- Cars for parents with small children.
- Improve supervision of drivers' conduct in the field.
- Customer service.
- Improve schedule/timeliness of transit (reliability).
- Connectivity.
- Affordability and potential student pricing (college students do not have much money; also, do 5 year olds really need to pay fares?).
- TOD and creating quality and safe TOD environments.

Q #3 What is the best way to notify you about a meeting?

- Email notice.
- Phone call.
- Postcard.
- Ad on bus.

- Car Cards.
- Ad at bus stop.
- Announcement from community group or church.

Q #4 Do you communicate regularly by e-mail? If so, how often?

- Weekly.
- Every few days.
- Access only at school.
- Communication via e-mail or online information needs to be balanced – there are still households without Internet access (and the issue is the monthly Internet payment – not necessarily the lack of ownership of the computer itself).

Q #5 Which of the following tools would help you express your views at a meeting?

- Translated materials.
- Questionnaire.
- Facilitated discussion or exercise to write down opinion.

Q #6 Other than a meeting, what other venue or forum would you most likely use to express your views?

- Survey on the bus.
- Survey distributed when you buy a Fast Pass (and returned when you buy another pass).
- Mail survey (but make sure they are postage pre-paid).
- E-mail.
- Focus group.
- Web survey.
- Phone comment line (toll free).
- Surveys on specific transit agencies (like Muni).
- Pass out surveys to community groups to distribute to their participants.
- Kiosks/brochures in common places like Safeway or even on a college/school campus (there needs to be an incentive to get people to come to the booth – such as a raffle).
- Interactive meeting/presentation (the comment was related to using TV, but it could work for audio/Webcast as well).

Q #7 MTC often has complex issues/topics it has to discuss with the public. How would you like to have complex materials presented to you?

- Information online for review in advance.
- Video.
- Live presentation.
- Brochure, flyer or other printed material.
- Map, chart or other visual aid.
- Interested capacity building.
- Creative video exploring.
- Combination of styles above.

Q #8 MTC would like to keep you informed of how your comments have factored into its decisions. Which is the best way to inform you of those actions?

- Way you communicate to begin with.
- Community organizations.
- Regular mail.
- Audiocast of Commission meetings.
- Through low-income groups.

Q #9 Any other comments about MTC's public participation process?

- Cultural competency training for drivers.
- Safety on buses.
- Getting MTC's name out there – people need to know what MTC does.
- When MTC releases the draft Public Participation Plan, send people an e-mail.

MTC Public Participation Plan
Welfare to Work Working Group
March 23, 2007, 10:30 – 11 a.m.
MTC's Offices

Attendees:

Kim Walton, SF MTA	John Murray, SF HAS	Lisa Hammon, WCCTAC
Paul Branson, Contra Costa County	Gail Jack, Solano County HSS	Pat Piras
Mary Buttaro, County of Marin	Tina Spencer, AC Transit	Bob Allen, Urban Habitat
Melissa Jones, City of Alameda	Lionel Vera, AC Transit	Dawn Love, LIFETIME
Paul Tatsuta, Outreach & Escort, Inc.		

Focus Group Discussion:

Q #1 What would draw W2W participants to a meeting or event to discuss Bay Area transportation issues?

- Materials in different formats, e.g., Braille, large print, recording, etc.
- Easily accessible location, close to public transit, easy parking.
- Interesting meeting topic, relevant meeting topic.
- Convenient meeting time.
- Meeting co-sponsored by a familiar community-based or other reliable group.
- Childcare.
- Food.
- Transit pass or other gift.
- Translation services.
- Accessible rest rooms.

Q #2 What is the best way to notify W2W participants about a meeting?

- Email.
- Notification by a community or other known group, e.g., social service agency.
- Notification through school.
- Advisory Committee members.
- Public access television.
- Ensure that message is understandable by non-experts.

Q #3 Which of the following tools would help W2W participants express their views at a meeting?

- Small group discussion.
- Maps.
- Focus groups.
- Take-away mail survey (postage paid).
- Translation at meeting, including ASL if needed.

Q #4 Other than a meeting, what other venue or forum would W2W participants most likely use to express their views?

- Don't assume that everyone has access to Internet, computer.
- Don't assume that everyone speaks English.
- Offer gift for mail or other surveys.
- Mail survey with pre-paid postage.
- Focus groups; brief mail surveys, also in alternate languages
- Use social service agency meeting times with the public to provide short written survey to clients.

MTC Public Participation Plan
Labor Representatives
Focus Group
April 12, 2007
12 noon – 1:30 p.m.
MTC's Offices

Attendees:

Michael Pendergraft, ATU Local 1605
Stephen Wong, ATU Local 265
Loretta Springer, ATU Local 265
Tom Fink, ATU Local 265
Tony Withington, ATU International

Chuck Cook, ATU International
Jesse Hunt, ATU Local 1555
Dave C. Garcia, ATU Local 1605
Yvonne M. Williams, ATU Local 192
Shane Gusman, ATU Lobbyist

Focus Group Discussion:

- Q #1 What would draw you to a meeting or event to discuss Bay Area transportation issues?
- Convenient location and time.
 - Food sweetens pot, but isn't everything.
 - Interesting meeting topic, one that's compelling to members (especially funding).
 - Knowing that input is meaningful, early in process.
 - Know agenda in advance, posted on Web site, sent by email.
 - Seeing results of input in future keeps interested, ongoing communication, explain decisions.
- Q #2 What transportation-related meeting topic interests you most?
- Figuring out alternative, stable sources of funding, other than sales tax.
 - Expanding public transit.
 - Increasing TODs.
 - Emergency services, funding for staffing to improve security.
 - Regional emergency plan, emergency preparedness and ensuring that the plan is communicated to all staff.
- Q #3 What is the best way to notify you about a meeting?
- Email listserv.
 - Community groups, announcement at meetings.
 - Mail flyer.
 - Phone call if necessary.
 - Use many methods to ensure attendance.
 - Car cards.
- Q #4 Which of the following tools would help you express your views at a meeting?
- Facilitated discussion.
- Q #5 Other than a meeting, what other venue or forum would you most likely use to express your views?
- Focus group.
 - Blogs.
 - Phone comment line.
 - Non-meetings are limited; you must meet in-person to get nuance.
- Q #6 MTC often has complex issues/topics it has to discuss with the public. How would you like to have complex material presented to you?
- All of the above (all options).
 - "Draw me a picture."
 - Make all information truly understandable by public.

Q #7 MTC would like to keep you informed of how your comments have factored into its decisions. What is the best way to inform you of those actions?

- Email.
- Regular mail.
- Newsletter.

MTC Public Participation Plan
Private Transportation Providers
Focus Group
April 17, 2007
12 noon – 1:30 p.m.
MTC's Offices

Attendees:

Hal Mellegard, Yellow Cab
Cindy Ward, Desoto Cab
John Salani, Bayporter

Dan Hines, National Cab
Roger Hooson, SF Intl. Airport
Matt Curwood, Super Shuttle

Focus Group Discussion:

Q #1 What would draw you to a meeting or event to discuss Bay Area transportation issues?

- Interesting meeting topic.
- What role do we play in transportation?

Q #2 What transportation-related meeting topic interests you most?

- Shuttles and carpool lane issues.
- Alternative fuel.
- Freeway regulations (type of vehicle on certain freeways).
- Loosening of certain regulations on the taxi industry (pricing especially).

Q #3 What is the best way to notify you about a meeting?

- Email with link to MTC's Web site.

Q #4 Which of the following tools would help you express your views at a meeting?

- Questionnaire.
- Discussion in small groups.

Q #5 Other than a meeting, what other venue or forum would you most likely use to express your views?

- Email comment.

Q #6 MTC often has complex issues/topics it has to discuss with the public. How would you like to have complex material presented to you?

- Information online for review in advance.
- Live presentation.
- Printed material.

Q #7 MTC would like to keep you informed of how your comments have factored into its decisions. What is the best way to inform you of those actions?

- Email.
- Transactions newsletter.

MTC Public Participation Plan Appendix B

Tribal Government and Interagency Consultation

Consultation With Tribal Governments:

June 5, 2007 Tribal Summit Agenda, Discussion Questions, Comment Form

Interagency Consultation:

Summary of Consultation With Resource Agencies
and Local Jurisdictions

MTC/ABAG/CALTRANS GOVERNMENT CONSULTATION

June 5, 2007

National Indian Justice Center

5250 Aero Drive

Santa Rosa, CA 95403-8069

AGENDA

- 10:00 AM 1. **Welcome and Opening Prayer**
Raquelle Myers, Senior Staff Attorney, National Indian Justice Center
2. **Introductions**
- 10:15 AM 3. **Overview** – Raquelle Myers
- Summit Objectives
 - Overview of Tribal Governments
- 10:30 AM 4. **Caltrans Opening Remarks** –
Bijan Sartipi, District Director, Caltrans, District 4
- Building Government-to-Government Relationships
- 10:40 AM 5. **Transportation 2035 Plan: Regional Transportation Plan Update**
Bob Blanchard, Commissioner & Steve Heminger, Executive Director, MTC
- How the Regional Process Works – Transportation
 - Developing the 25-Year Vision
 - Transportation Planning and Funding Opportunities
- 11:00 AM 6. ***Focusing Our Vision (FOCUS)*** — Pamela Torliatt, Executive Board Member
and Henry Gardner, Executive Director, ABAG
- How the Regional Process Works – Land Use
 - Priority Conservation Areas (PCA) & Priority Development Areas (PDA)
- 11:20 AM 7. **Discussion of Tribal Transportation and Land Use Interests** – All
- Tribal Staff Resources for Transportation and Land Use Planning
 - Discussion of Transportation and Land Use Data, Maps, and Plans
- 11:45 AM 8. **Wrap-up and Next Steps** – Steve Heminger, Henry Gardner
- Individualized Consultation
 - Other Opportunities for Consultation
9. **Closing Remarks** – Raquelle Myers
- 12:00 PM 10. **Summit Adjourned; Lunch**

MTC/ABAG/CALTRANS GOVERNMENT CONSULTATION
June 5, 2007
DISCUSSION QUESTIONS

1. Tribal Staffing/Resources

- Do you have the staffing, technical, or financial resources to identify transportation and land use needs, such as to:
 - Assess the travel needs of tribal members
 - Maintain existing and planned roads on tribal lands
 - Develop BIA transportation plans and design improvements
- Do you use any of the following resources? If not, why?
 - BIA Indian Reservation Roads planning and project funds
 - Caltrans environmental justice planning grants

2. Basic Travel Needs

- Do tribal members have adequate access to private cars to reach their jobs, needed services, and/or recreation? What about non-tribal members?
- Is public transit a convenient service for tribal members?
- Can young, elderly and disabled members get where they need to go?
- How are you addressing these concerns?

3. Consultation and Coordination

- How aware are you of major planned transportation improvements that may impact your tribe?
- How could MTC, ABAG, Caltrans, and/or the CMAs improve consultation and coordination with you about major project proposals, construction or maintenance activities? (for example, the impacts of highway projects on cultural resources, such as the case in Washington State; SMART rail in Marin/Sonoma, pesticide spraying, shortage of tribal monitors for construction sites)

4. Protecting and Managing the Environment

- Is the conservation of lands, waterways, and watersheds an important part of your planning and development programs?
- How are the efforts integrated? If they aren't integrated, do you have an interest in integrating them? Do you see economic benefits from integrating them?
- Is financing support for land and watershed conservation of interest to you?

5. Compact Land Development

- Are you having discussions about compact development styles to conserve land and tribal resources? What are some of your key issues?
- Is financing support for compact development styles of interest to you?

MTC/ABAG/CALTRANS GOVERNMENT CONSULTATION
June 5, 2007

Opportunities for Consultation

1. Priority Topics

- What are your most pressing transportation and land use issues?

- Would you like MTC, ABAG, Caltrans, and/or the CMAs to share with you additional informational materials to get you up to speed on the regional planning process and major projects?

2. Ongoing RTP Consultation

- Would you like to consult with MTC throughout the development of the 2009 RTP and prior to major decisions being made?

- Would you prefer one-to-one consultation?

- Would you like MTC, ABAG, and/or the CMAs to come to a tribal council meeting or other forum?

- Would you like MTC to invite non-governmental community or service organizations, such as the Basketweavers Association and Sonoma County Indian Health Project, to future consultation meetings with tribal governments?

3. Protocol

- Who should be the first point of contact (Chairperson, Tribal Administrator, Tribal Member, or Tribal staff)?

- Is it acceptable if agency staff consult with your tribe (e.g., other than MTC Commissioners or executive staff)?

Please return your responses to:

Lisa Klein
Metropolitan Transportation Commission
101 8th Street
Oakland, CA 94607
Ph: 510.817-5832
Fax: 510.817.5848
lklein@mtc.ca.gov

Thank you!

**MTC's Public Participation Plan
Resource Agency/City & County Managers
Input on Draft Public Participation Plan**

Consultation Workshop and Telephone Interviews

Consultation Workshop

June 14, 2007

Attendees:

Brian Lee, Deputy Director of Public Works, County of San Mateo
Keith Cooke, Principal Engineer, City of San Leandro
Ashley Nguyen, MTC
Craig Goldblatt, MTC
Ross McKeown, MTC
Ursula Vogler, MTC

Comments on RTP process

Mr. Cooke: He made an initial comment that he was unclear as to MTC's process for submitting projects for the Regional Transportation Plan (RTP). Within the past few months, his city had worked on the projects that they were interested in submitting as requested by the Alameda CMA, but then they were told to hold off on the submissions. Ms. Nguyen explained MTC initially requested the CMAs to assist in updating current RTP projects and to submit new projects for consideration in the "Vision" element of the RTP. As this process unfolded, however, it became clearer that getting more general project concepts to help shape the vision and policy discussion of this plan was preferred over the submittal of specific projects. She clarified that we are going through a new exercise to shape our vision; specific project submittal will be requested later.

Mr. Lee: Countywide transportation plans include big-ticket items and are the place where all decisions and plans are laid out. He asked if the plans are adequate to feed into the RTP or are we looking for more? Ms. Nguyen explained that we are looking to countywide transportation plans to provide input into the RTP.

Mr. Cooke: He understood that submitted projects were supposed to be vision projects, using outside-the-box thinking with unconstrained budgets. CMAs were working with the cities on this; San Leandro was currently completing this, some of the projects touched on the goals discussed. Process seems to work. Ms. Nguyen mentioned that the request for projects was done too early in the process and that the timing issue has been remedied.

Mr. Lee: Call for projects process aimed at the counties is better because the submitted projects are important for the entire county, not just an individual city. Cities' projects need screening in order to ensure that the proposed projects are viable. Ms. Nguyen said that she agreed and that we needed to allow countywide plans to be created first, the new timing allows for that.

Mr. Lee: Decisions for Transportation 2030 were made in advance or early in the process and input on those decisions seemed to be too late to make a difference.

Staff response: Ms. Nguyen mentioned that this would not happen during the Transportation 2035 process. This process is not constrained by finances up front; MTC will discuss concepts first, finances later. She recommended attending the Partnership meetings to get all of the ongoing information.

Mr. Cooke: As long as you keep up with the schedule and make sure that you have your project in the RTP, your project is safe. The process works well. Mr. Goldblatt mentioned that anyone could look at our Web site to see the status of a project in the Transportation Improvement Program (TIP).

Mr. Lee: Noted that the TIP is more administrative and he understands that projects need to be in the RTP to be funded.

Comments on public participation process

Mr. Lee: In order to get input, you need to use multiple mediums. Also he mentioned that it could be tough to give valid input because topics are complicated and can be difficult to understand.

Mr. Cooke: MTC should attend existing meetings — attend city council meetings and get on the agenda. This tact could be very effective because you have the attention of the city council members, who understand the process, as well as the community members, who will be able to provide input. The meetings are also at a convenient time. He also mentioned that communications should be simplified to improve people's understanding.

Mr. Lee: City council meetings are better to attend than CMA meetings, because the CMA meetings are very focused and aren't as well advertised. City council meetings reach a much larger audience. He felt that CMA leaders would be able to structure better Q and A sessions, though, than city council members.

Telephone Interviews

To facilitate a discussion on how best to engage numerous local, state and federal agencies in its plans and programs, MTC mailed a letter to over 150 affected agencies requesting a response on how the agencies would like to consult on the Draft Public Participation Plan. The letter provided options for how the affected agency would like to interact with MTC on the plan, including an in-person meeting and a request for a phone call.

MTC staff made follow-up phone calls with those agencies that requested it. Overall, those contacted were satisfied with the current process. A few suggestions were given to improve an already smooth process:

- Have more meetings in or convenient to outlying counties/cities, including Sacramento
- Be sure to provide all information by email, including an email blast to city council members and contacts
- In addition to email, send important information in hard copy form
- Make sure MTC invites the appropriate agencies to the appropriate meetings
- Ensure a better understanding of criteria and weighting of criteria for funding programs by agency staff
- Simplify things as much as possible; eliminate or improve a difficult funding application process
- Be sure to include outreach to Native American groups
- Facilitate better in-person relationships with MTC staff
- Utilize existing meetings
- Ensure agency staff members are up to speed so that they can properly educate elected officials
- Be sure to highlight what is new about the regional plan to create relevance in people's minds

MTC Public Participation Plan Appendix C

Summary of Comments and Responses to MTC's May 4, 2007 Draft Public Participation Plan and MTC's July 20, 2007 Revised Draft Public Participation Plan

Summary of Comments and Responses to MTC's May 4, 2007 Draft Public Participation Plan

COMMENTS From State and Federal Agencies	MTC RESPONSE
#1: — From Federal Highway Administration (FHWA): The regulations require that there be an additional opportunity for public comment if the final documents are significantly different from the document that was initially made available for public comment. MTC should include some caveat in the plan for this situation. 23 CFR 450.316(a)(1)(viii)	We have added language to clarify how the public can review and comment on proposed revisions in those cases where there are significant changes made to a draft Regional Transportation Plan or Transportation Improvement Program (see charts on pages 31 and 35). To this point, we will delay adoption of the Public Participation Plan and issue a revised draft document to allow for review and comment on proposed changes (see p. 13).
#2 — From FHWA: The participation plan should document how the annual listing of projects and the implementation evaluation results of the congestion management process will be made available to the public. 23 CFR 450.320(c)(6) and 450.322(c)	We have added language to clarify MTC's process for developing and adopting these two items (see p. 37).
#3 — From FHWA: Page 11 - MTC should consider adding a commission structure diagram to help the public understand the decision-making process.	We have added a chart that shows the various ways the commissioners receive input to inform their decisions (see p. 14).
#4 — From FHWA: Page 26, table, RTP Amendment - If it would streamline the process, MTC could define amendments that have a public review period shorter than 30-days. Also, will this supersede the 45-day public comment period that is currently needed on RTP amendments?	We are proposing a 30-day public comment period for Regional Transportation Plan (RTP) amendments, as stated in the Draft, replacing the 45-day comment period now in practice under MTC procedures.
#5 — From FHWA: Page 29, table, TIP, <ul style="list-style-type: none"> • TIP Update #3 - Should the interagency consultation be deleted from this section since this section focuses on public involvement? • TIP Amendment #3 - Please make sure that this section is consistent with the conformity SIP. It reads that the conformity SIP requires 30-day public comment, but the SIP does not. Also, the SIP distinguishes between amendments for exempt and non-exempt projects. • TIP Amendment #5 - should say "Approval by MTC commission" for consistency. • If it would streamline the process, MTC could define TIP amendments that have a public review period shorter than 30-days. 	We have revised the referenced table to clarify our process for Transportation Improvement Program (TIP) amendments (see p. 35).
#6 — From FHWA: Page 31, second paragraph - MTC met with resource agencies and determined that they would rather be focused on the development of the RTP than the TIP. MTC may want to include the minutes from that meeting in Appendix C.	We will include the notes from this meeting in Appendix B to this revised draft plan (see pp. 76-77).

#7 — From FHWA: Page 31 - The last paragraph states that CEQA will be the primary mechanism for interagency consultation on the development of the RTP. Appendix B, however, discusses other mechanisms and not CEQA. We suggest that the relationship between these activities be clarified.	We have clarified the various interagency and tribal governmental consultation processes for the RTP (See Section V). The language describing how MTC consults with local, state and federal agencies in MTC’s compliance with the California Environmental Quality Act (CEQA) has been revised.
#8 — From FHWA: Page 35 - The PTAC is discussed here, but wasn’t included in the description of the advisory committees. We suggest describing it on page 12.	We have referenced the Partnership Technical Advisory Committee, or PTAC (see p. 16).
#9 — From FHWA: Page 36 - In theory, the intergovernmental review process is good, but I’m not sure who, if anyone, from FHWA gets information this way.	Many other public agencies do get information via the regional and statewide information clearinghouses. We have noted that the clearinghouses are one method of intergovernmental consultation.
#10 — From Caltrans: Page 4, top heading showing “SAFETEA”, should be “SAFETEA-LU”.	MTC’s publication style for use of the acronym for the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users is “SAFETEA.”
#11 — From Caltrans: Page 5, “Other Requirements” should also reference the California Government Code Section 65080.	While the listing of “other requirements” is not intended to include every legal citation that impacts MTC’s public involvement activities, we have included the suggested reference (see p. 5).
#12 — From Caltrans: Potential inclusion in Section C, page 6 — The Public Participation Plan could be strengthened by including language or a strategy on “seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services....”, as required under Title 23 CFR Part 450.316 (a) (1) (vii).	We have added specific techniques for involving low-income communities and communities of color under Chapter III of the Plan.
#13 — From Caltrans: Under Continuing Public Engagement, Page 11 — recommend including language of coordinating transportation related projects/efforts with neighboring MPOs, RTPAs and/or Rural Counties, as suggested in Title 23 CFR Part 450.316 (a) (3) (b).	We have added some language noting how MTC collaborates with regional transportation planning agencies and metropolitan planning organizations (MPOs) in neighboring jurisdictions (see pp. 16-17).

<p>#14 — From U.S. Environmental Protection Agency (EPA): Clarify the distinction between current consultation requirements for transportation conformity and new consultation requirements for Section 6001 SAFETEA-LU.</p> <ul style="list-style-type: none"> EPA encourages continued coordination and consultation with EPA, FHWA, Caltrans, Bay Area Air Quality Management District, and the California Air Resources Board for Regional Transportation Plan (RTP) conformity matters. EPA recommends expanding the discussion in Part [Appendix] C to detail how the CEQA process will be tailored to meet the new SAFETEA-LU requirements. 	<p>As required by SAFETEA, interagency consultation for transportation conformity involves agencies — such as EPA, FHWA, FTA, California Air Resources Board, Caltrans, Bay Area Air Quality Management District, Association of Bay Area Governments, MTC, and county congestion management agencies and transit operators — that are involved in the development of the state implementation plans (SIPs) and the transportation planning process to consult with each other to discuss important technical and policy issues around transportation conformity. MTC will continue to conduct interagency consultation on transportation conformity in accordance with the Bay Area’s Conformity SIP, which is also referred to as the Bay Area Air Quality Conformity Protocol (MTC Resolution 3757). In contrast, the Public Participation Plan will guide public involvement and agency consultation on the development of the Regional Transportation Plan (RTP) and the Transportation Improvement Program (TIP). For details on air quality conformity and interagency consultation, see Chapter V.</p>
<p>#15 — From U.S. EPA: provide additional information on the new agency and/or interested parties coordination and consultation requirements for MPOs under Section 6001 SAFETEA-LU.</p>	<p>Page 4 of the Draft PPP references the new SAFETEA requirement. However, we have expanded the language to reference government-to-government and interagency consultation requirements (see Chapter V).</p>
<p>#16 — From U.S. EPA: provide additional information on the approach MTC will use to outreach to these agencies for participation in transportation planning to meet each specific requirement.</p>	<p>The revised draft now clarifies the California Environmental Quality Act consultation process for the RTP. (See Chapter V.) During the development of the Draft Environmental Impact Report (EIR), MTC will consult with affected agencies on resource maps and inventories for use in the EIR analysis.</p>
<p>#17 — From U.S. EPA: Involve resource and regulatory agencies in key decision-making milestones during RTP development. EPA recommends including in the participation plan the following key decision-making milestones during RTP development to outreach to public agencies:</p> <ul style="list-style-type: none"> Purpose and Need and List of Proposed Projects Development of Environmental Data or Resource Maps Development of Regional Mitigation Strategies Development of analyses for growth-related impacts and cumulative impacts. 	<p>Since the RTP is not subject to the National Environmental Policy Act, MTC does not develop a Purpose and Need Statement. However, the RTP goals serve this purpose. During the development of the draft environmental document, MTC will consult with the appropriate resource and regulatory agencies on environmental data or resource maps; regional mitigation strategies; and analyses for growth-related impacts and cumulative impacts.</p>

<p>#18 — From U.S. EPA: Involve resource and regulatory agencies during TIP development/ amendments when substantial project modifications or new projects not previously identified in the RTP are expected to result in significant environmental or community impacts.</p>	<p>As EPA's letter notes, EPA staff has previously commented to MTC that there appears to be more value for resource and regulatory agencies to focus on RTP development than the TIP, since the TIP is primarily a list of priority funded projects already identified in the RTP for implementation within the next four years.</p> <p>Amendments to the TIP must be consistent with the RTP. No project will be amended into the TIP unless it is consistent with the RTP. Project-specific impacts will be evaluated in project-level environmental documents, and consultation should occur at this level. Per our Public Participation Plan, MTC will notify any interested agency during the development of each TIP update or amendment. (See Chapters VI and V)</p>
<p>#19 — From U.S. EPA: (Conduct) outreach to resource and regulatory agencies when a large-scale regional or corridor study (for example, a Major Investment Study) is identified for solicitation of early involvement.</p>	<p>Specific public involvement programs are developed for large-scale regional or corridor studies undertaken by MTC. Part of this plan will include early outreach to resource and regulatory agencies.</p>
<p>COMMENTS From Advocacy Groups</p>	<p>MTC RESPONSE</p>
<p>#20 — From the Regional Alliance for Transit (RAFT): What are the changes between the current plan and the proposed new plan? How will the public know what is different?</p>	<p>Changes to the initial draft are set off in underscore type in the <i>Revised Draft Public Participation Plan</i>. MTC is extending the public comment period on the Revised Draft through September 4, 2007. The major changes proposed in the initial draft include:</p> <p>Clarification on and better documentation of how MTC conducts its required interagency and Tribal government consultations.</p> <p>More specific information on when, how and where interested parties may get involved in MTC's key decisions (for example, how to sign up to be in MTC's database).</p> <p>Use of more visuals (such as charts or "Get Involved" icons) to illustrate the most effective avenues for public involvement.</p> <p>Clarification on specific techniques that are used to involve the public, including involving low-income communities and communities of color.</p> <p>Commitment to developing a customized public involvement program for all major updates to the BayArea's Regional Transportation Plan (RTP) that includes frequent and varied opportunities for the public to weigh in on key decisions (that is, a formal commitment to continue practices pioneered during the last two updates to the RTP).</p>
<p>#21 — From RAFT: How has the current public participation plan worked? We are unable to locate</p>	<p>MTC has adopted federal Public Involvement Procedures. From time to time, MTC evaluates the</p>

your evaluation of it in the draft Public Participation Plan, other than a reference to comment cards submitted at previous RTP meetings.	effectiveness of ongoing public involvement activities, either through an outside consultant, or via reports to MTC's Legislation Committee (last done in December 2006). We have expanded upon text concerning evaluation of public participation efforts in the revised draft (see Chapter VI)
#22 — From RAFT: How will the MTC determine if the new plan is a success? How does the MTC define success? What metrics will be used for evaluation?	See response to comment #21. We do not propose to set performance measurements in this plan; rather we will determine appropriate measurement benchmarks when specific public involvement plans are being developed.
#23 — From RAFT: Do not agree with the statement on page 25 of the draft, that there is comparatively less value for public participation in the TIP, as opposed to the RTP.	Comment noted. We concur that the public should have opportunities to comment on the development of the Transportation Improvement Program (TIP), and have detailed the process for public participation in the TIP as part of this Plan (see Chapters VI and V). However, funding decisions for programs and projects generally take place prior to TIP actions.
#24 — From RAFT: How will MTC demonstrate "explicit consideration and response to public input" both for the RTP and the TIP? Many of the Regional Alliance for Transit's comments on the DEIR for the 2005 RTP were not responded to, and the letter we received back from the MTC indicated that we had exceeded some unspecified "quota" of comments. How will this be handled for the next round?	The Regional Alliance for Transit submitted a comment letter dated January 5, 2005 in response to the Draft Environmental Impact Report (EIR) for the Transportation 2030 Plan. MTC responded to the comments raised in the letter, and the responses are incorporated into the Final EIR for the Transportation 2030 Plan (see page 4-30 of the Final EIR). Technical corrections and clarifications were made to the Draft EIR where appropriate in response to comments received from resource agencies, public/governmental agencies, and the general public.
#25 — From RAFT: The MTC Web site states the draft plan will be translated into Chinese and Spanish. A draft in Spanish is available, but the one in Chinese does not appear to be available, with but two days remaining in the comment period.	Both Spanish and Chinese versions are and were on the Web prior to the initial close of public comment, albeit not as early as the English version since the translation work requires additional time. MTC will notify Spanish- and Chinese-speaking communities about the revised draft and extended deadline for comment via translated news releases sent to alternative language media.
#26 — From RAFT: When and how will the general public have the opportunity to comment on the "tribal consultation" elements of the proposed plan?	See response to Comment #1. Further, we have added new language regarding our Tribal Consultation process in pages 7-8 and in Chapter V-C.
#27 — From RAFT: When documents are reported to be available at the Bort MetroCenter Library, they indeed should be readily available there. Too often, the response we hear is something like, 'we don't have it, you have to contact (xxxx) on staff.'	MTC strives to provide useful, timely information via documents available through its library.
#28 — From RAFT: The new plan should require that the CMAs will follow the MTC plan, and acknowledge that the MTC is actually the ultimate responsible agency at which the public may comment on its work. How will MTC oversee the CMAs'	MTC's guidance to county congestion management agencies (CMAs) regarding candidate project submittals for the regional transportation plan in the past has included a request that CMAs involve the public in their process, and to show how public

public participation processes on the MTC's behalf?	comments have helped inform their recommendations. We will continue to seek this or similar information from the CMAs for the Transportation 2035 Plan (see p. 30).
# 29 — From Urban Habitat: Increase the emphasis on transparency in decision-making, ranking criteria for and selection of projects. Specifically we recommend: 1) Timelines of who key decision-makers are and when decisions will be made 2) Transparency in the development and selection of criteria for investments and projects and in the selection and ranking of projects based on those criteria.	MTC strives to keep its meetings open and accessible and its materials readily available to interested parties. Regarding timelines: For key plans, such as the long-range regional transportation plan (currently known as the Transportation 2035 Plan), timelines are developed showing when key decisions are expected and opportunities for comment. Regarding development of project selection and other criteria: MTC works closely with its three advisory committees, as appropriate, as well as with the Partnership, to develop processes and criteria for informing key policy and funding decisions. Such meetings are open to the public, with discussion materials available on the Web. Commission and Partnership meetings are audiocast live and then archived on MTC's Web site.
#30 — From Urban Habitat: Increase access to public participation for those who have barriers to participation because they are limited-English speaking, low-income, transit-dependent etc. For example, accessibility could be improved by "employing visualization techniques ¹ " so that the public can better understand the impact of respective transportation investment and policy choices.	See response to Comment # 12.
#31 — From Urban Habitat: Agendas should be much more explanatory, should include information that is accessible to and can be understood by the general public as well clearly stating the major options and consequences for the environment, equity, finances of projects, policies, plans and programs being considered.	Reminders to communicate in plain language are always appreciated. <ul style="list-style-type: none"> • MTC retooled its agendas in 2001 to include more descriptive information about the decisions at hand. • We strive to lay out the key policy issues (including equity and the environment) and options involved with each action item in the memos that accompany the meeting agenda. • MTC trains staff from throughout the agency to write and present materials in a clear, compelling way. • There is always room for improvement, as the transportation arena is easily overtaken by complex terms, jargon and acronyms.
#32 — From Urban Habitat: MTC should provide the public with real alternatives to choose from or give input on especially regarding RTP, STIP and other major policy and investment decisions.	MTC prides itself upon structuring public participation toward asking the public questions that the Commission needs answered, orienting surveys and meetings around these areas that are most open to influence during a planning process or funding decision.
#33 — From Urban Habitat: Stipends should be available for very low-income participants who	See response to comment #12. Further, MTC provides grants to community-based organizations

otherwise would not be able to participate.	in low-income areas for assistance in tailoring meetings to engage residents on key planning initiatives, such as MTC's long-range regional transportation plan. Some groups recommend paying stipends, while others feel strongly that other amenities (child care, meals or free transportation to the meeting) are more important.
#34 — From Urban Habitat: MTC should provide, in a timely manner, specific, relevant and detailed written responses to public comments and inquiries.	MTC strives to respond in a timely manner to all written comments either via letter or, if appropriate, with a meeting.
#35 — From Urban Habitat: Re Public Participation Process and the 2009 RTP: MTC staff has repeatedly stated that they will be conducting a specific public participation outreach for the 2009 RTP. However, as of June 20 th only one public meeting is scheduled to present MTC staff proposals for the RTP to the public despite the fact that important decisions are being made concerning RTP goals, performance targets and the "vision-first" approach.	For the initial stages of developing an overall approach to and goals for the regional transportation plan update (known as the Transportation 2035 Plan), MTC has been working primarily through its three advisory committees and the Partnership, through one-on-one meetings with stakeholder groups (including Urban Habitat) as well as with the general public via a June 2007 workshop. A more robust public involvement program is now being developed. Look for more opportunities to participate in development of the Transportation 2035 Plan this fall.
#36 — From Urban Habitat: In addition, critical decisions related to the selection and prioritization of RTP projects takes place at the CMA level where there is currently no visible public participation process. In order for CMA's to provide opportunities for meaningful public participation we recommend the following: MTC must exercise oversight over CMAs and provide guidance on the RTP and public participation based on the types of recommendations made in this document. These include but are not limited to principles of accessible information and transparency in decision-making.	MTC's process for developing the Transportation 2035 Plan is quite different this time, with the focus in the early stages shifted to developing goals and a broader "vision" for regional transportation. Specific projects will be nominated and selected based on how well they advance this vision for the Bay Area. Consequently, the role of congestion management agencies may shift as well. For the pending update to the regional transportation plan (known as the Transportation 2035 Plan), we expect to issue guidance to county congestion management agencies (CMAs) concerning the need to involve the public, as we have done in the past. Also, see response to comment #28.
#37 — From Urban Habitat: Due to insufficient opportunities for public participation MTC and some CMAs have neglected smaller projects that are cumulatively significant to the community in favor of large capital projects. Therefore RTP alternatives shaped by public input represent a range of outcomes and choices, not just a few variations on a "business as usual" approach theme should be included in RTP project lists developed by CMAs. CMAs should demonstrate how public input has been incorporated into their RTP decision-making process.	See response to comment #28 and #36.
WRITTEN COMMENTS From Individuals	MTC RESPONSE
#38 — From Margaret Okuzumi: I want to say that I find the draft clear, well-written and easy for me to understand, and that I learned some things from it. I'm also impressed by the	Comments noted.

<p>comprehensive list of public participation techniques included. I was glad to see that you convened a peer group of public information officials for one of the focus groups, as they provided input that was somewhat different from the other groups and hopefully it helped foster relationships to assist you in publicizing MTC's work in the future.</p>	
<p>#39 — From Margaret Okuzumi: MTC, and how it works, is still a mystery to many, and so it is helpful to have materials that assist the public to understand the iterative-ness of decision-making and the opportunities to intervene at different stages of the process.</p>	<p>MTC has tried to include pertinent information along the lines you suggest in this draft plan. Furthermore, we are updating our "Citizen's Guide to MTC," a primer on how MTC is structured, key standing committees, key opportunities for public participation, etc. Likewise, we hope to reissue "Moving Costs," a transportation funding guide for the Bay Area this fall.</p>
<p>#40 — From Margaret Okuzumi: I would have liked to see the role of the Advisory Committees called out within the process in a more formalized way. It seems we are not on par with the Bay Area Partnership, I guess as they represent other agencies and so are more "important". It isn't specified that the Advisory committees will be consulted a minimum set period of time before recommendations go to the Commission or for multiple stages within the RTP process. I realize that whether the Commission pays any attention to what we have to say is not entirely within your control, but I'd like to reiterate that I'd like MTC to strive to flesh out policies in citizen- and other advisory committees and seek to obtain consensus within those committees before items go to the Commission, similar to what San Mateo County C/CAG does. It may be that MTC should consider changing how Advisory Committees are comprised to get more of a mix of perspectives together at one table so that we can hear each other out.</p>	<p>MTC's Resolution 3516, referenced in Chapter II, sets out the selection process, terms, expectations, roles and responsibilities of MTC's three citizen advisory committees (The Advisory Council, the Elderly and Disabled Advisory Committee and the Minority Citizens Advisory Committee). Likewise, the Commission adopted MTC Resolution 3509 to formally establish the advisory role of the Bay Area Partnership to MTC. The Commission considers the three advisory committees to be on equal footing with the Partnership. The Draft Plan as initially released includes language on MTC's general practice of consulting with both advisors and partner agencies prior to taking major recommendations to the Commission (see pp. 14-15 and pp. 30-31).</p>
<p>#42 — From Margaret Okuzumi: Finally, there are some minor typographical errors in the draft you'll want to correct. p. 22 there is one instance of "tip" that needs to be made all capitals instead of lowercase. p. 43 fifth bullet from bottom "to help shape" not "share" 2nd last bullet from bottom "a better job" not "jot"</p>	<p>Thanks for the careful review. Corrections were made.</p>
<p>#43 — From Lansing Sloan: Many citizens will be able to express needs and opinions on a topic. This is useful in itself. However, at least for some citizens, a chance to review the input from others can result in a more comprehensive understanding of overall needs and trade-offs. One method to try to achieve this might be to try to publish rapidly the input you receive on a topic, and then ask people who contributed to the first round if they have additional comments. The web and email seem like good tools</p>	<p>Your suggestions are helpful and will be considered when MTC develops comprehensive public participation plans for specific plans or programs, such as the Transportation 2035 Plan.</p>

for this. I am well aware there are some better methods already in use, such as standing committees and interacting with longstanding interest groups. Continue those, for sure. I'm seeking inexpensive ways for more people to contribute in this manner.	
#44 — From Lansing Sloan: The draft report lists a lot of ways to solicit information. Some seem to be quite people-intensive or costly than other ways. I suggest you try to minimize those, and focus your resources on your deliverables (enabling transportation) rather than cost-ineffective requirements gathering. I do not suggest you completely eliminate all of those costly methods, because (1) you are dealing with somewhat different groups of people, who have different needs; and (2) the more people-intensive methods are probably more appropriate for soliciting input in depth.	Comment noted.
#45 — From Lansing Sloan: At least once, the draft report quoted someone as saying or writing that phone surveys were good because they can provide statistically reliable samples. I would think you have some questions for which statistically-reliable samples of opinion are important. If so, you should try to get the reliability.	MTC will continue to use statistically valid telephone surveys of Bay Area residents to measure public opinion, and such surveys are listed in Chapter III as a suggested public participation technique. For example, we routinely conduct statistically valid polls in conjunction with major updates to our long-range regional transportation plan.
#46 — From Robert Faber: Answering the questions below might give you some insight to some of the problems involved with the public involvement process. How are the activities listed different from MTC's regular activities?	The Draft Public Participation Plan was developed to comply with federal statute and U.S. Department of Transportation regulations, which require agencies like MTC to involve a wide range of interest groups in this process. In general, MTC tailors its public involvement activities to engage those who are most impacted by the issue or decision at hand. Our public participation is also done to comply with state and federal requirements for an open, inclusive process.
#47 — From Robert Faber: How does the representative sample of the public that responded to your request match the last census sample for modes of transportation used for work trips?	MTC's public outreach and involvement for developing this Public Participation Plan could not be characterized as a "representative sample" of the Bay Area population. The information gathered is qualitative, however, and proved quite useful as we reviewed current practices and gathered new ideas. Our Web survey was not a statistically valid sample, nor did we attempt to collect the type of detailed information you request.
#48 — From Robert Faber: How does the sample compare to the ethnic groups from the last census?	See response to comment #47.
#49 — From Robert Faber: What percentage of the public have you engaged?	See response to comment #47.
#50 — From Robert Faber: How many neighbor groups and organizations have	See response to comment #47. We do partner with community-based or neighborhood-level groups on

you met with or asked for comments?	key planning efforts, such as updates to our regional transportation plan.
#51 — From Robert Faber: What have you done to reach out to the public besides meet with the same old “special interest groups”?	Our Draft Plan describes the various ways that MTC involves the public; see in particular Chapter III on Public Participation Techniques.
#52 — From Robert Faber: Have you met with a peer panel from private industry and consultants?	As a public agency, MTC does not have private sector “peers.” However, we do contract with professional public participation practitioners in the private sector for assistance as needed in public involvement.
#53 — From Robert Faber: What is the vehicle registration per person in the Bay area compared to Chicago, New York or LA?	This question is not germane.
#54 — From Mark Green: How is this for a novel idea...actually getting input from automobile drivers?	MTC’s Advisory Council includes a seat for automobile users. MTC also conducts statistically valid telephone surveys of Bay Area residents that mirrors the overall Bay Area population to measure public opinion for its long-range regional transportation plan.
#55 — From Stuart Flashman: Just because one can say something at a public meeting or focus group, or send in a letter or e-mail, does not mean that one is being heard. Being heard means that someone is listening. Often, it appears that MTC commissioners at public hearings and the like do little more than tolerate the public’s attempts to provide input. This is understandable, because MTC commissioners have little accountability to the public. They are not elected, and the public has little role in deciding who will be chosen as a commissioner or how long they will serve. As long as this remains the case, I see little incentive for commissioners to take public input seriously, and, conversely, little incentive for members of the public to make the effort to provide significant input. To put it bluntly, MTC’s attempts at promoting public input appear to be little more than a “dog and pony show” with little real influence on MTC policy decisions.	MTC’s governing board is set up in accordance with state law (Government Code Section 66500 et seq.)
#55 — From Stuart Flashman: Minority communities need to feel that they have some power to affect decisions that affect them.	See response to comment #12.
COMMENTS From Public Hearing and Advisory Committee Meetings	MTC RESPONSE
#56 — June 8, 2007 Public Hearing, Mr. Duane Dewitt: MTC should do more mailings; he heard about this hearing through Transactions.	Comment noted.
#57 — June 8, 2007 Public Hearing, Mr. Duane Dewitt: When MTC provides funding to agencies for planning, there should be an expectation that there will be meaningful opportunities to comment. Tell	MTC does provide guidance to county congestion management agencies (CMAs) in conjunction with their role in nominating projects to MTC for inclusion in the regional transportation plan (see

the agencies that we give funding to that they must involve the public in developing plans and making decisions. For example, MTC funded the Roseland Community-based Transportation Plan in Santa Rosa. Yet he, as a bus rider, was never given any opportunity to comment. Riders are in a great position to provide information. Inform them of opportunities to participate by giving materials to drivers and placing them on buses.	response to comment #37). Likewise, we issued guidelines to the CMAs to involve affected communities in development of MTC-funded community-based transportation plans. Thank you for your participation in Santa Rosa's Roseland Community-based Transportation Plan. Notices on board transit vehicles and at transit hubs is a public participation technique listed in Chapter III.
#58 — June 8, 2007 Public Hearing, Mr. David Schonbrunn: Use of stipends to encourage participation by low-income individuals should be specifically listed.	See response to comment #12.
#59 — June 8, 2007 Public Hearing, Mr. David Schonbrunn: Advocacy groups should receive funding so they can have a staff person dedicated to transportation issues. The high learning curve required for transportation requires a dedicated person. MTC should fund this.	MTC does not fund staff at private advocacy groups, however, we do partner with community-based organizations on public participation (see response to comment #12).
# 60 — June 7, 2007 EDAC Meeting: a committee member commented that bilingual translators and childcare should be available at outreach meetings.	See response to comment #12.
#61 — June 12, 2007 MCAC Meeting: a committee member encouraged more use of inside space on buses to inform the public about meetings and encourage their involvement.	Notices on board transit vehicles and at transit hubs is a public participation technique listed in Chapter III. Also, see response to comment #12.
#62 — June 12, 2007 MCAC Meeting: a committee member said it behooves MTC to indicate how public participation is considered and ideas adopted, and give the public feedback on if what they're saying is actually percolating up. He noted the Community-Based Transportation Program is a good example of public participation – a prototype we can expand upon.	Page 3 of the Draft Plan articulates MTC's commitment to inform citizen participants on how public meetings/participation have contributed to MTC's key decisions and actions. The draft document goes on to state that "When outcomes don't correspond to the views expressed, every effort is made to explain why not. However, we have also added language in Section III of the Revised Draft to specify how we will maintain an ongoing dialogue with participants in key planning and funding initiatives.
#63 — June 12, 2007 MCAC Meeting: a member of the public said one of the barriers to public participation for low-income communities is cost, and he recommended stipends for participants, as MTC has provided previously at a few regional transportation plan workshops. He stated he feels it would be more significant if MCAC were to make the recommendation to MTC. A second idea to recommend to MTC is that there be stable funding to enable community organizations to have a representative at MTC meetings.	See response to comment #12 and #59.
#64— June 12, 2007 MCAC Meeting: a member of the public commented that the Public Participation Plan does not state how this version differs from previous plans.	See response to comment #20.

#65— June 12, 2007 MCAC Meeting: a member of the public said too often regional agencies follow DAD – Decide, Announce, Defend. He feels public outreach efforts are conducted mainly for show and needs to be real.	Comment noted.
#66— June 12, 2007 MCAC Meeting: a member of the public noted that she was encouraged that MTC is making public participation a priority and that the public is given real choices and an understanding of how their input is considered. However, she wondered if this is the case at the congestion management agency level.	See responses to comments #36, #37 and #57.
#67— June 13, 2007 Advisory Council Meeting: a member of the committee noted that telephone surveys, surveys handed out at meetings, surveys taken on the street can be used for those who do not have access to the Internet.	Such surveys are among the public participation technique listed in Chapter III.
#68 — June 13, 2007 Advisory Council Meeting: a member of the committee stated that the Draft Plan should do a better job of illustrating its feedback mechanism to the public.	See response to comment #62.
#69 — June 13, 2007 Advisory Council Meeting: a member of the committee noted that some guidelines in terms of timelines on the amount of outreach being done would be helpful.	See response to comment #29.
#70 — June 13, 2007 Advisory Council Meeting: a member of the committee observed that much of the feedback to MTC comes from a population that doesn't represent the overall population (people who serve on committees, and people who are angry/worried about something due to something being planned in their area) – MTC needs to recognize that bias in the input.	MTC uses a variety of techniques to seek public comments. For major initiatives, such as updates to the regional transportation plan (currently known as the Transportation 2035 Plan), we do seek views via telephone surveys from a statistically valid sample of Bay Area residents. We also try to list comments by meeting or category so that the public and MTC Commissioners have some context around which to consider expressed opinions.
#71 — June 13, 2007 Advisory Council Meeting: a member of the committee requested that MTC should list what is being done differently in response to public comments and publish this information.	See responses to comment #20 and #62.
#72 — June 13, 2007 Advisory Council Meeting: a member of the committee stated that when a survey is done on transit riders, MTC should do a complementary survey of non-transit riders – it is just as vital to find out why people do not ride transit.	Comment noted.

Note: Also shown throughout the revised draft in strike-out and underlined text are minor edits made for clarification purposes or to fix grammatical errors.

Revised Draft Public Participation Plan

Background

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA) enacted in 2005, requires MTC, as the Bay Area's metropolitan planning organization, to adopt a public participation plan to provide the public with opportunities to engage in the transportation planning process. MTC also adopted in 2006 two principles on environmental justice, the first of which pledges to "Create an open and transparent public participation process that empowers low-income communities and communities of color to participate in decision making that affects them."

Early Input Shaped the Draft Plan

In an effort to address both of these requirements, MTC in January 2007 began seeking comments through meetings, focus groups and a Web survey to hear from a wide range of interests on their ideas for best practices for public participation. In May 2007, the Commission issued a draft MTC Public Participation Plan for public comment.

In response to more than 70 comments received on the draft, MTC on July 20, 2007, issued a Revised Draft Public Participation Plan, with proposed revisions set off in underscore type and strike-through text. To provide an additional opportunity to comment on the proposed revisions, MTC extended the public comment period through September 4, 2007. The second public comment period generated additional comments (13), which are summarized and include a response from staff (see below).

What Is New?

Changes in the initial draft over current MTC practices include:

- Clarification on and better documentation of how MTC conducts its required interagency and Tribal government consultations
- More specific information on when, how and where interested parties may stay informed of and get involved in MTC's key decisions
- Use of more visuals (such as charts, icons or other graphic elements)
- Clarification of specific techniques that are used to involve the public, including low-income communities and communities of color
- Commitment to developing a customized public involvement program for all major updates to the Bay Area's Regional Transportation Plan (RTP) that includes frequent and varied

opportunities for the public to weigh in on key decisions (that is, a formal commitment to continued practices pioneered during the last two updates to the RTP)

What Did We Hear in Response to the Draft and Revised Draft?

Following is a summary of the major themes that emerged from the comments:

- Clarify how the public will review proposed changes to the Draft Public Participation Plan prior to final adoption by MTC
- Clarify procedures for amending the Regional Transportation Plan and Transportation Improvement Program
- Provide more specific information on how MTC will consult with state and federal agencies to meet SAFETEA requirements
- Include more specific information on how MTC will involve low-income households and communities of color
- Indicate how the public will be informed of the impact of public comments on Commission actions
- Address how MTC will ensure that congestion management agencies involve the public in local planning or project selection activities
- Make every effort to involve Bay Area residents who don't typically come to MTC's Oakland meetings (vary locations and techniques; seek out the views of drivers, etc.)

Summary of Comments and Responses To MTC's July 20, 2007 Revised Draft Public Participation Plan

COMMENTS	MTC RESPONSE
<p>#1 — From Caltrans: The public participation plan provides many opportunities for public involvement and review of proposed transportation projects within the nine-county San Francisco Bay Area. What is not clear is if MTC involves the public from neighboring Metropolitan Planning Organizations, Regional Transportation Planning Agencies, rural counties and other interested stakeholders when proposed transportation projects abut their boundaries or may have a potential impact to their areas. While MTC maintains a master database that is used for targeted mailings, inclusion appears to be by request. Public outreach should be expanded to include opportunities for participation by neighboring agencies and interested individuals. This is especially critical when</p>	<p>MTC's coordination and collaboration with agencies in neighboring regions is spelled out on pages 16-17 of the Revised Draft Public Participation Plan. When conducting public outreach or involvement activities in adjacent regions, we partner with the MPO in that region to inform and involve interested residents. For example, we worked with the San Joaquin Council of Governments to cosponsor a meeting in Modesto on the Bay Area's Regional Rail Plan.</p>

developing or amending the Regional Transportation Plan or Federal Transportation Improvement Program.	
<p>#2 — From the City of Mountain View: Overall, we found the Plan to be comprehensive and well documented. Although it is important to continue traditional paper mailings, access to computers and the Internet continues to grow. Communities throughout the region, including Mountain View, offer free WiFi Internet access. Thus providing a comprehensive array of outreach of the Internet, in addition to paper mailings, should be a key element in the MTC's efforts to reach out to all Bay Area residents.</p>	MTC's Public Participation Plan includes extensive use of Web for public information and outreach, as well as interactive Web surveys. MTC standing committees and monthly Commission meetings are also audiocast live and later archived on MTC's Web site.
<p>#3 — From the City of Mountain View: We commend MTC for offering numerous public meetings and workshops. However, the majority of these are at MTC's headquarters in Oakland. We encourage the MTC to hold meetings in each area of the region, including the Peninsula, the North, East and South Bay. It is often difficult for residents living in these areas to attend meetings in Oakland, especially the transit dependent. Meeting in all areas of the region would engage a broader audience than just holding meetings in Oakland.</p>	MTC routinely conducts public workshops in locations around the nine Bay Area counties. For the last update to the Regional Transportation Plan, workshops were conducted in all nine Bay Area counties. While it is not feasible to regularly rotate the standing committee and monthly Commission meetings, MTC has committed to conduct its full Commission meeting in an alternate location around the region from time to time.
<p>#4 — From Robert S. Allen: I have written many letters regarding transportation issues in the Bay Area and included copies to MTC Commissioners. Almost never are they answered or acknowledged. I found a number of other points worthy of comment, but getting MTC to follow through on its stated commitment to two-way communication trumps them all.</p>	P. 3 of the Revised Draft Plan states MTC's policy to respond to all written comments. We strive to respond in writing to all written correspondence addressed directly to MTC (however, we do not routinely reply to correspondence that we merely receive a copy of). For the Regional Transportation Plan, MTC sets a goal of responding to 100 percent of all written comments, be they submitted via letter or email.
<p>#5 — From Omar Chatty: Demonstrated severe lack of involvement of the mass of road users – middle class, middle income workers whose daytime or evening or swing shift works are exclusively disenfranchised by this plan. It caters only to narrow special interest groups who oppose mobility freedom for the vast majority (90%) of road users and commuters in the region. MTC must expand its outreach to motorists of all types, including the worker and independent service provider, often healthcare, as well, family user, Mom and Dad user for family business, etc.</p>	MTC seeks to involve the diverse population of the nine-county San Francisco Bay Area. MTC's Advisory Council includes a representative of automobile users. For our Regional Transportation Plan, we have worked with groups such as the California State Automobile Association to hear from motorists about their needs. We strive to hold our public workshops at times and locations that are convenient to participants.

<p>#6 — From Omar Chatty: The web survey returned an insignificant number of responses and was skewed. MTC’s advisory panels (and the Partnership) are skewed and don’t reflect the views of automobile users or the general population.</p>	<p>MTC does conduct telephone surveys from time to time (such as for the Bay Area’s Regional Transportation Plan) that are statistically valid in terms of representing the population of the nine Bay Area counties. However, much of our public participation is intended to hear from distinct points of view, such as seniors, low-income individuals, drivers, the freight interests, pedestrian safety groups, people with disabilities, business interests, organized labor, and the like. This is partly to comply with specific federal requirements for public participation and partly by design, to respond to the interests and desires of the population we serve. MTC is always looking for groups to partner with on public outreach and involvement. Please contact MTC’s public information office at 510.817.5757 to share your specific ideas.</p>
<p>#7 — From Omar Chatty: MTC meetings are almost all focused in the Oakland headquarters, during the work day. It has only a handful of taxpayer parking places. More after-work-hour meetings should be held in other populous, automobile-dependent, regions of the East Bay and South Bay to get unbigoted input from MTC facility-dependent (generally roads) users.</p>	<p>See response to comment #3. In addition, for workshops designed to hear from the general public, meetings are routinely conducted in the evenings at locations accessible to automobiles as well as mass transportation.</p>
<p>#8 — From Peggy da Silva Public participation is very important, and too often I have seen meetings with an agency staffer who cannot stand to sit still and really listen to what the community members have to say. I think you should document your “public participation” by logging in every time you respond to public input by making a change in your plan.</p>	<p>Page 3 of the Revised Draft Plan articulates MTC’s commitment to inform citizen participants on how public meetings/participation have contributed to MTC’s key decisions and actions. The draft document goes on to state “When outcomes don’t correspond to the views expressed, every effort is made to explain why not. Section III (p. 26) of the Revised Draft also specifies how MTC will maintain an ongoing dialogue with participants in key planning and funding initiatives.</p>
<p>#10 — From George Ellman Many of the questions I’ve heard at public meetings on transportation depend upon answers that would normally be appropriate to find in EIRs or EISs. MTC needs to be able to present potential community and environmental impacts and mitigation measures that would be done, as we find in such documents.</p>	<p>MTC complies with all applicable environmental reporting requirements, including the California Environmental Quality Act. Where a formal EIR/EIS is not required, we strive to present information in a way that depicts impacts of various alternatives on communities, the environment, the economy, etc. However, because MTC operates at the regional level, the information to be presented is quite distinct from information pertaining to specific local projects.</p>
<p>#11 — From Mark Dempsey Disclose the costs and consequences of alternatives. The wishful thinking of the public is usually something easily discarded, but deciding between real alternatives is useful information. Among the alternatives, include innovative ones. Also, include information about the futility of road widening.</p>	<p>MTC intends to present distinct alternative scenarios for the public to consider as part of the pending update to its Regional Transportation Plan (known as Transportation 2035). Innovative approaches, including land use and pricing strategies, will be specifically addressed.</p>
<p>#12 — From Sherman Lewis While the Plan has much of merit, and is well-structured to give information to, and get response from, the public, it fails to provide for meaningful</p>	<p>See response to comment #11.</p>

<p>choices. MTC is asking essay questions and getting a huge array of responses. Sometimes those responses will repeat themselves enough to get a message through about how to participate, but the necessity of structuring competing policy choices has not made it through.</p> <p>The MTC system allows the temperature to be taken on plan elements but never provides a choice among competing elements. The only elements presented to the public are those sponsored by official agencies. Alternative proffered by citizen advocacy groups are ignored, or in the case of RAFT and TRANSDEF, rhetorically denigrated to keep them off the agenda. We know what MTC management thinks of our ideas--not much. We don't know, and can't find out, what the public thinks because it is kept off the agenda, including that for public participation.</p> <p>I have several times presented, in writing, critical choices to MTC, none of which ever see the light of day. As a result, MTC's participation process does not matter. The public by its nature cannot organize itself to structure the critical choices. MTC avoids the more effective policies not only in its decisions, but also in public participation, so that stronger land use, pricing, and cost-effective transit ideas, and organizing these policies for synergy, are off the table.</p>	
<p>#13 — From Merri Mitchell</p> <p>It is good public process and common sense for public participation to coincide with times the public would be most likely to be able to comment. Summer vacation including Labor Day weekend would be the most unlikely of times. We hope you will keep open this important process, advertise more effectively, and allow comments through October.</p>	<p>MTC began gathering public comments on this effort in early 2007, prior to writing the initial draft document. We have conducted a Web survey, focus groups, sponsored a summit with Tribal Governments, and made multiple presentations to our advisory committees and partner agencies. A Draft Public Participation Plan was released on May 4 for a 45-day comment period. Based on changes made the initial draft, MTC reissued a Revised Draft Public Participation Plan on July 20 and extended the comment period for an additional 45 days.</p>